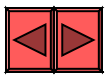
Intermediate MS Power Point

Purpose

1. The purpose of this class is to introduce advance features of MS Power Point in order to build a more effective electronic presentation.

2. Assumes familiarity of MS PowerPoint 2000.



Course Outline

- PowerPoint Overview
- Create a Presentation using the AutoContent Wizard
- Advance PowerPoint Tools
- Modify Presentations

Intro to PowerPoint

- A multimedia tool used to plan, create, deliver and publish dynamic presentations in an electronic format.
- Part of the Microsoft Office suite
- Used to effectively communicate ideas and information.

Intro to PowerPoint

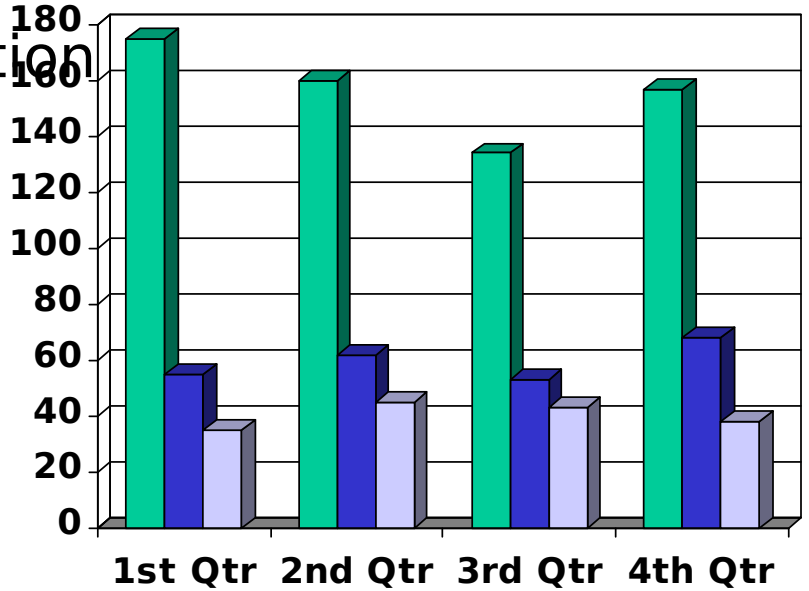
- **An electronic presentation**

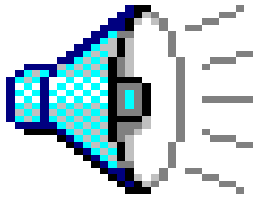
  www.tecom.usmc.mil

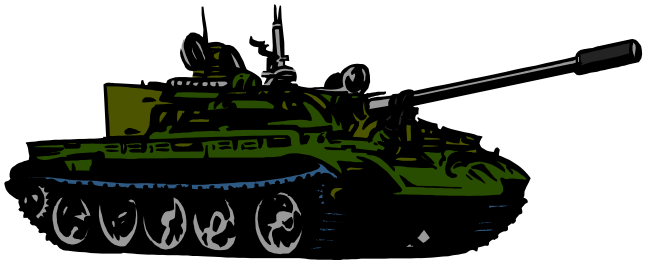
  - **Text**
  - **Hypertext**
  - **Graphics**

Intro to PowerPoint

- An electronic presentation
  - Animations
  - Graphs/Charts
  - Sound/Video clips

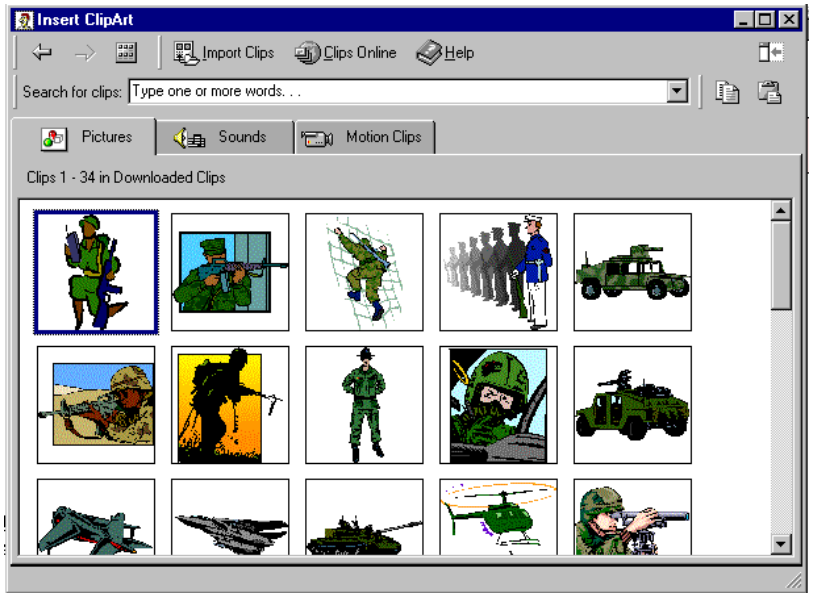






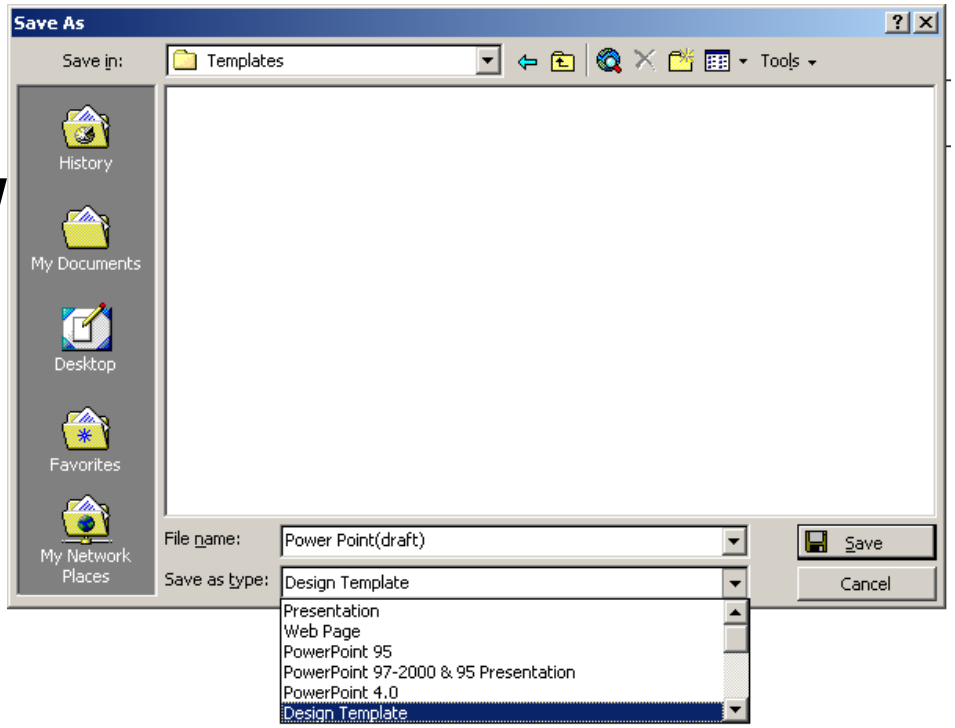
Import Files and Objects

- Clip Art Gallery
- MS Word 2000
- MS Excel 2000
- MS Access 2000
- Legacy Application
- Internet
- Other Applications



Save Options

- Presentation
- Presentation Show
- Design Template
- Customs Shows
- Web Page
- Other

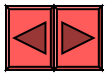


Save regularly!!!

MS PowerPoint 2000

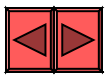
Basics you already know:

1. Creating presentations w/ design templates
2. Inserting, editing, and formatting of text, pictures, graphs, and other objects
3. Animating objects
4. Using slide transitions
5. Saving in different formats

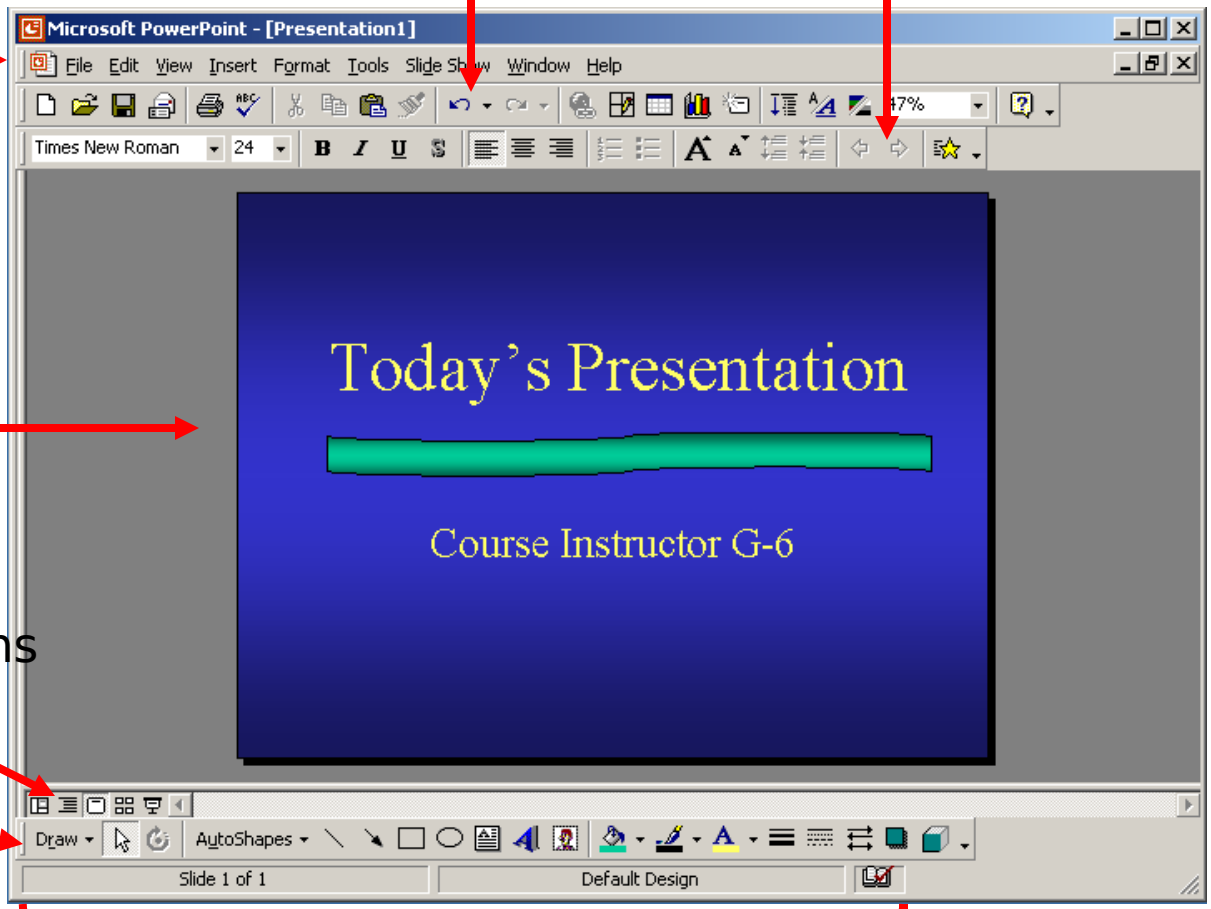


Intermediate PowerPoint

- Creating a presentation w/ AutoContent Wizard
- Advance bullet (text) options and text ruler
- Edit ClipArt
- Create Tables, Graphs and Charts
- Multimedia
- Advance Tools
  - Slide Finder
  - Custom Shows
  - Color Schemes

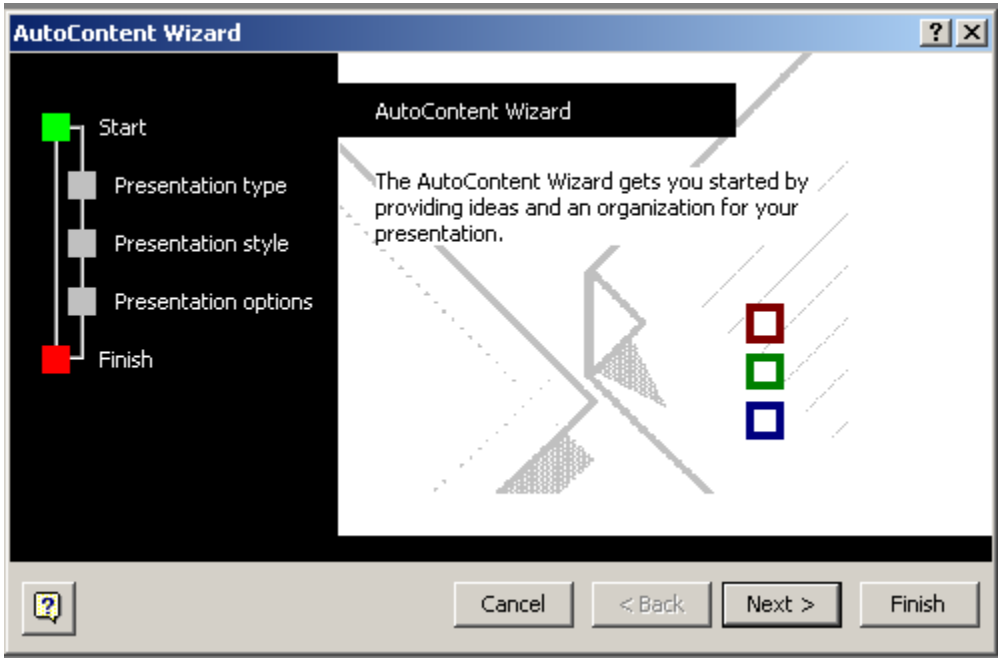


PowerPoint Window



Creating a Presentation

Using the AutoContent Wizard...

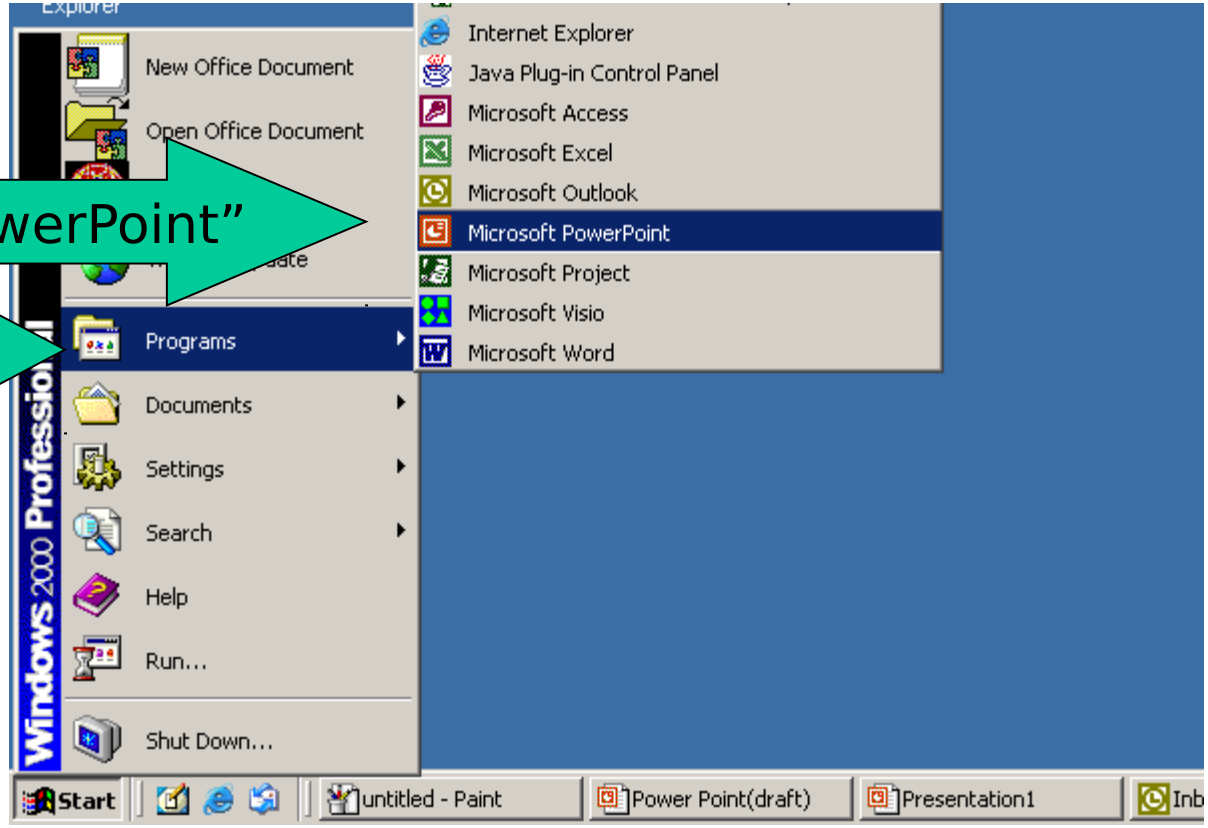


Getting Started

3. Click “MS PowerPoint”

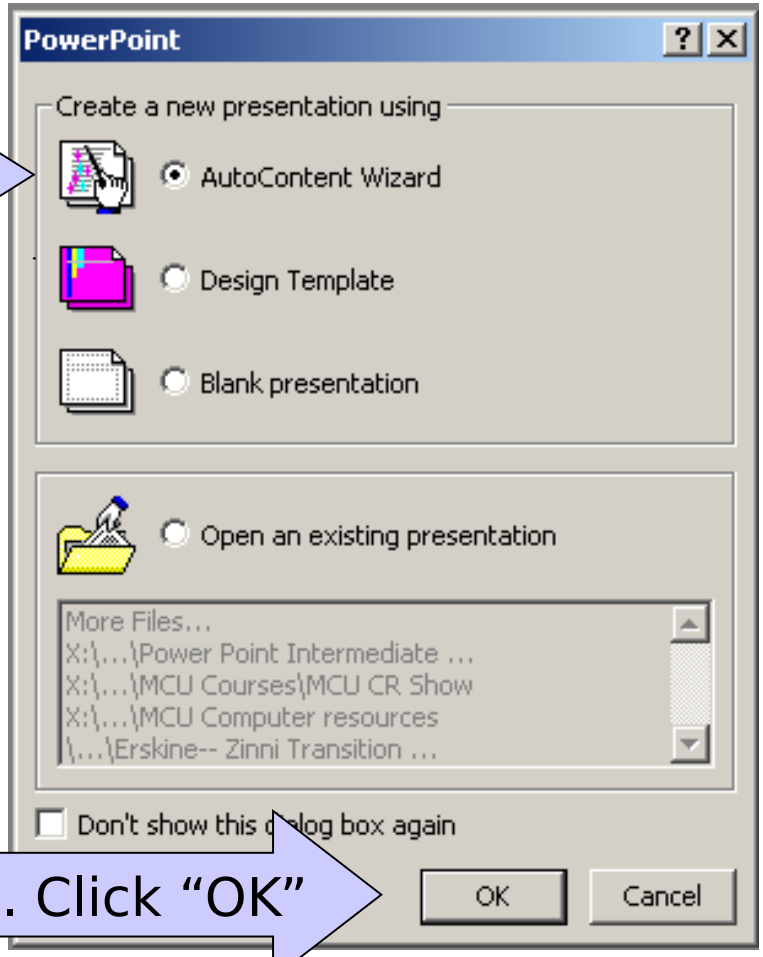
2. Click “Programs”

1. Click “Start”



Getting Started (con't)

1. Select Option

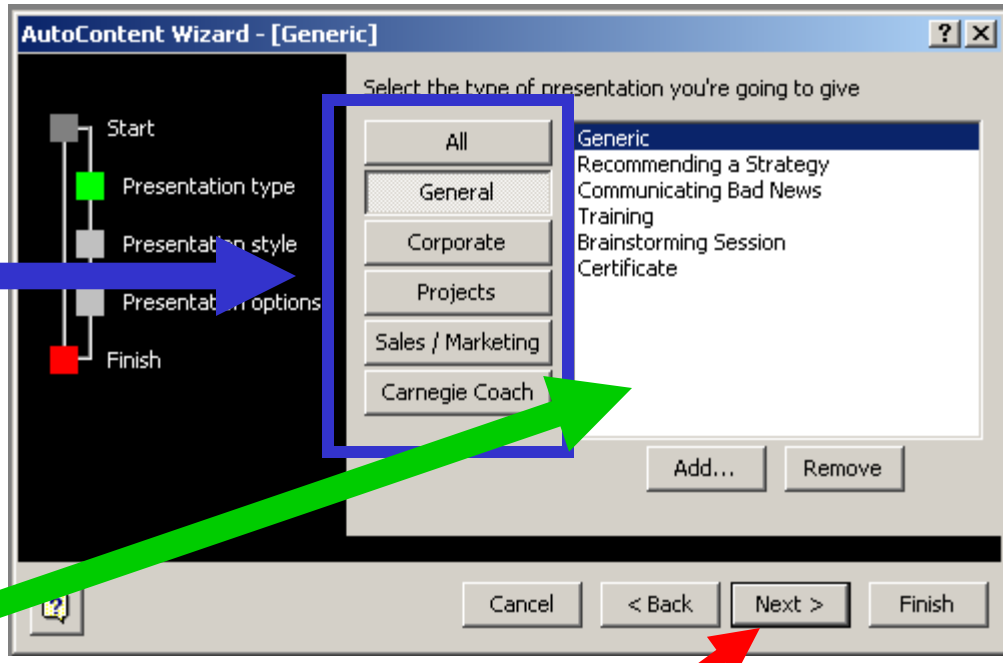


2. Click "OK"

Getting Started (con't)

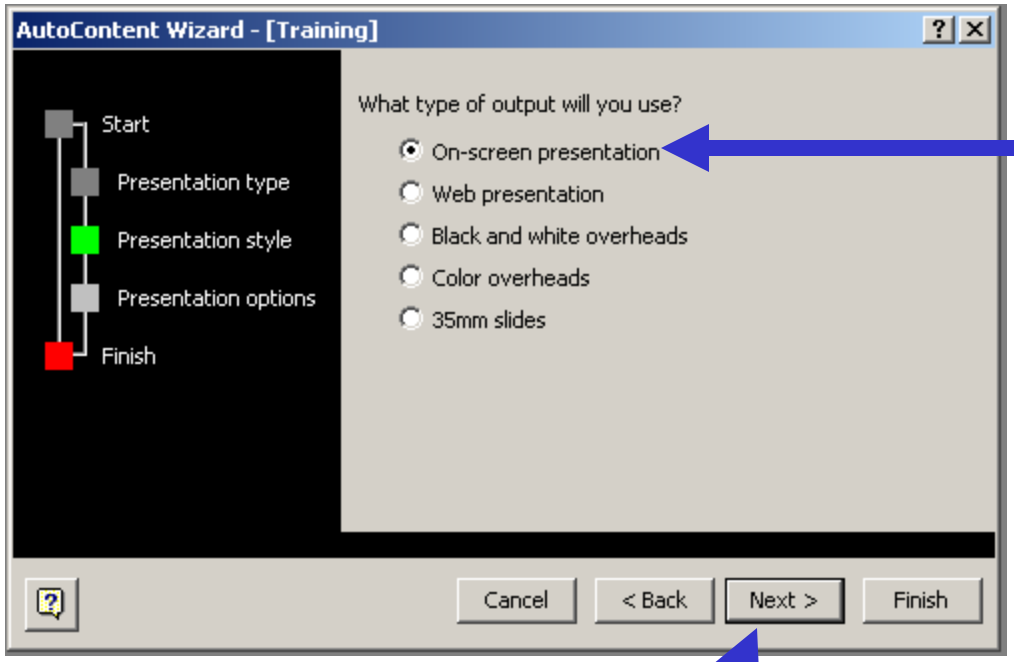
1. Select Category

2. Select Presentation Type



3. Click "Next"

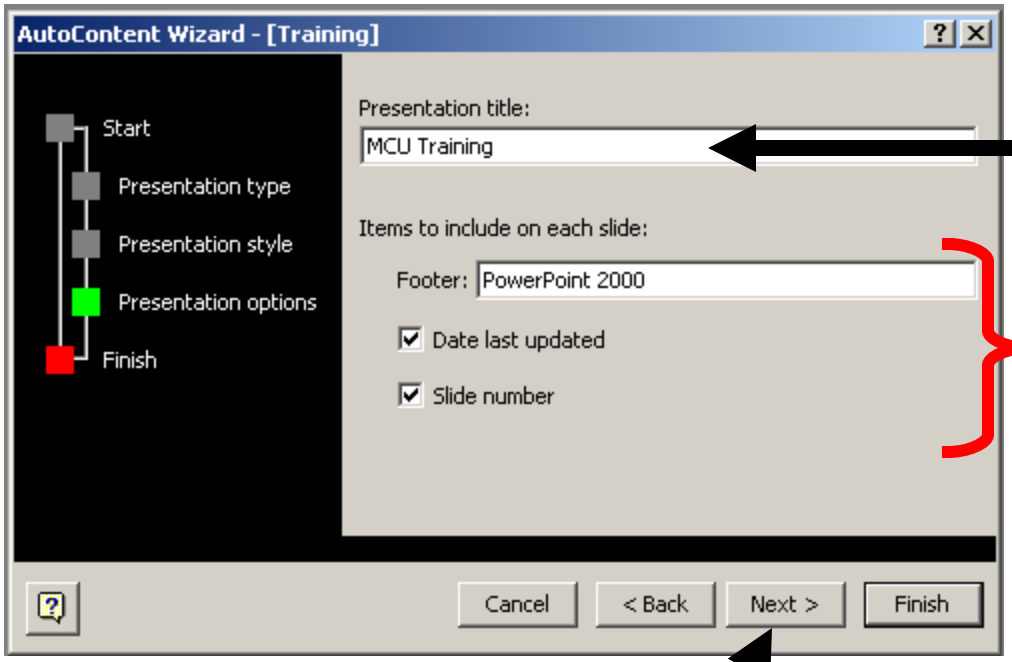
Getting Started (con't)



1. Choose On Screen

2. Click Next

Getting Started (con't)

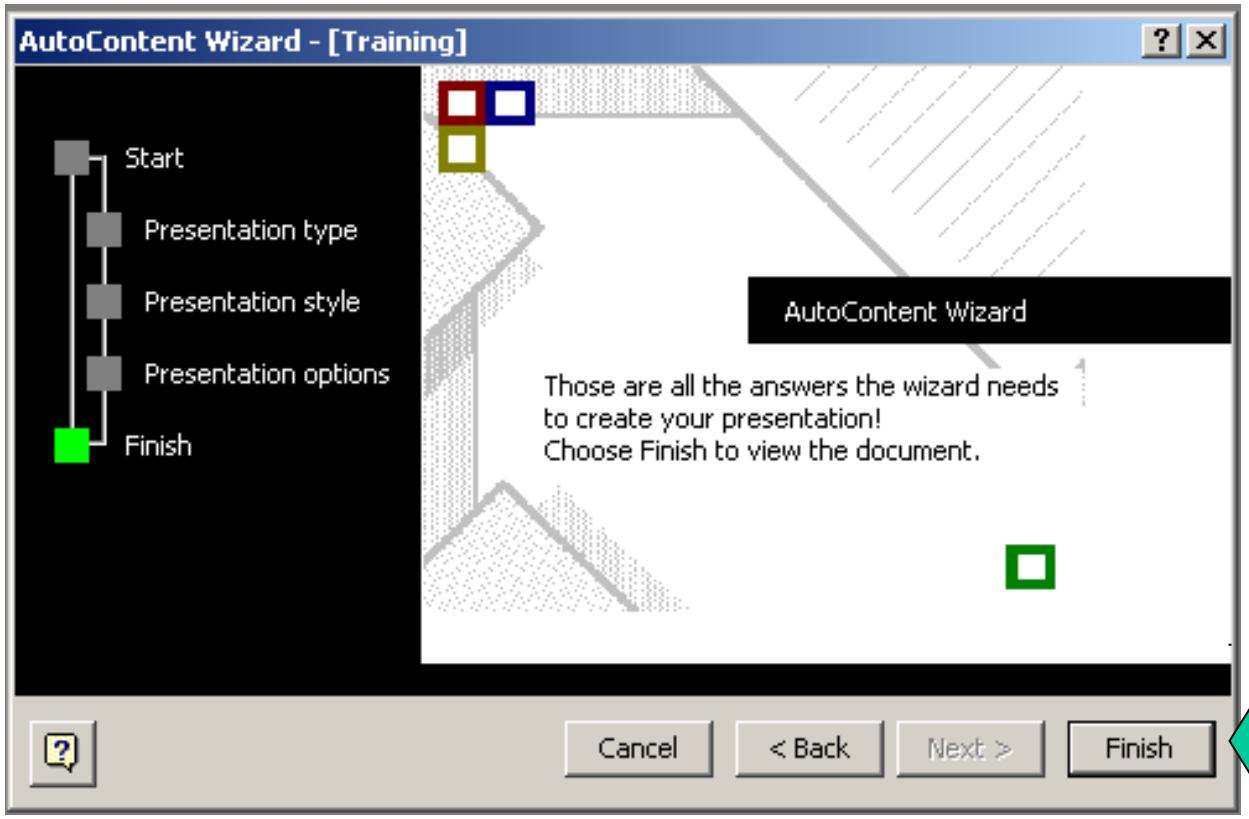


Title

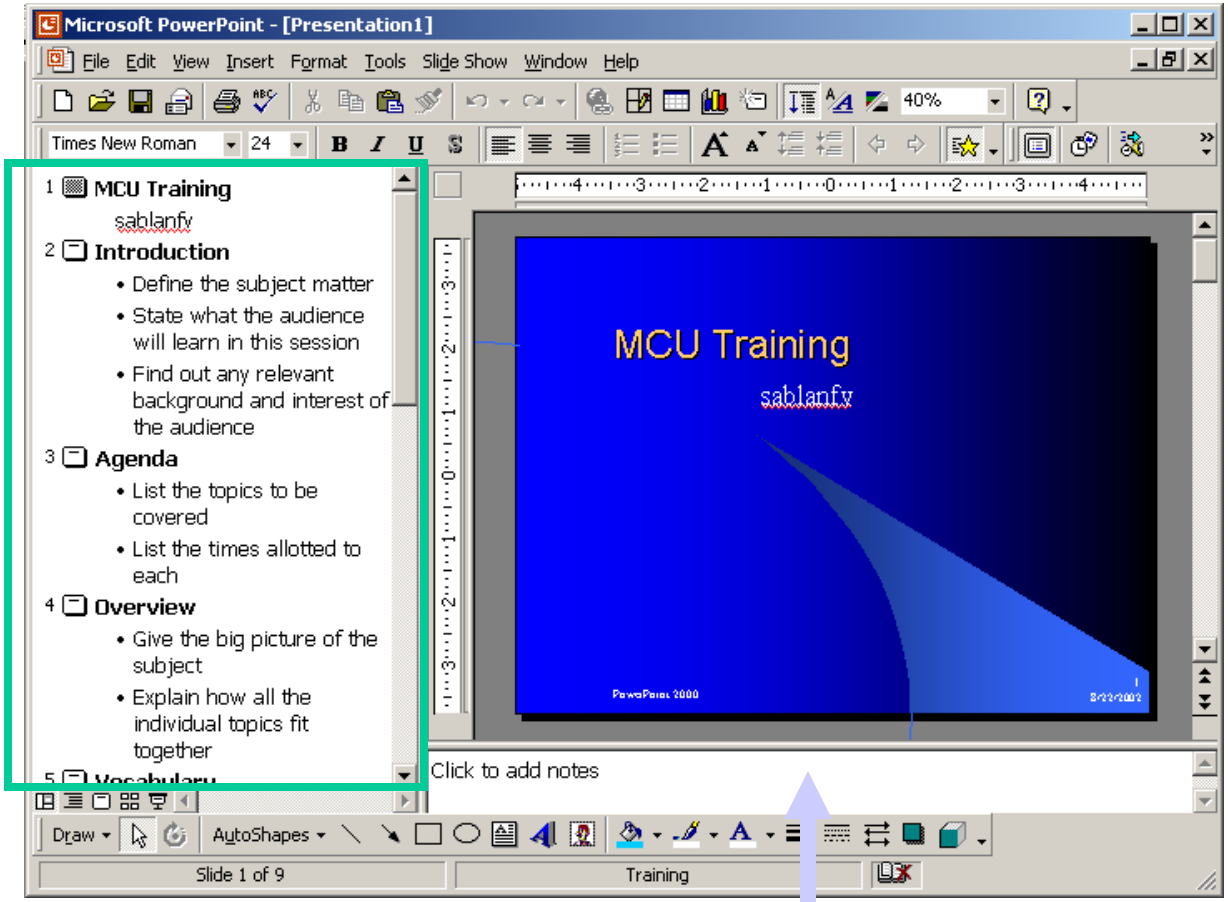
(Optional)

Click "Next"

Getting Started (con't)



PowerPoint Window


Microsoft PowerPoint - [Presentation1]
File Edit View Insert Format Tools Slide Show Window Help
Times New Roman 24
1 MCU Training
sablanfy
2 Introduction
• Define the subject matter
• State what the audience will learn in this session
• Find out any relevant background and interest of the audience
3 Agenda
• List the topics to be covered
• List the times allotted to each
4 Overview
• Give the big picture of the subject
• Explain how all the individual topics fit together
MCU Training
sablanfy
Click to add notes
Draw AutoShapes
Slide 1 of 9
Training

Outline Window

Notes Section

Setting Toolbars

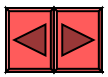
1. View (Drop-down Menu)
2. Toolbars
3. Check *Standard*, *Drawing*, *Formatting* and *Picture*

These toolbars are commonly used in PowerPoint.

PowerPoint 2000

Working with Text…

- Placeholders
- Textbox
- Editing
- Formatting
- Bullets



Adding Text

Text Placeholder

1. Click in Placeholder
2. Add text

Textbox

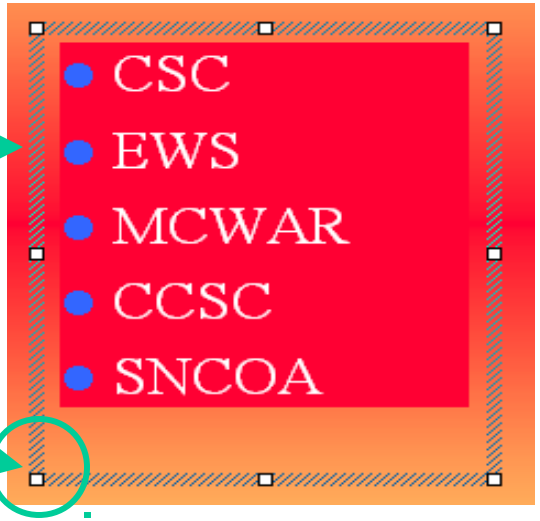
1. Click on Drawing toolbar
2. Click on presentation window
3. Input text

Both can be moved around by simply clicking and dragging their bor

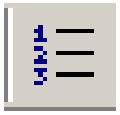
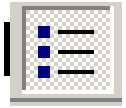
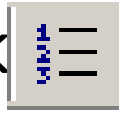
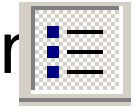
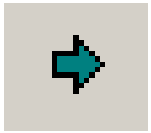
Modifying Text

- Highlight the text
- Use formatting tools to make changes on font style and size, text alignment.

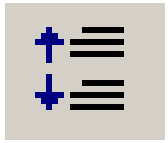
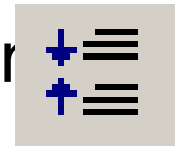
- Move the text box by dragging the border
- Resize the text box by dragging the corner square
  - Resizing the text box may change the size automatically.

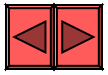


Working with Bullets

- Add bullet: Click  for number bullet
  Click for normal  llet
- Remove bullet: Re-click  or 
- Promoting text/bullet (outline window):
  - Select text, click
- Demoting text/bullet:
  - Select text, click 

May promote bullet to new slide

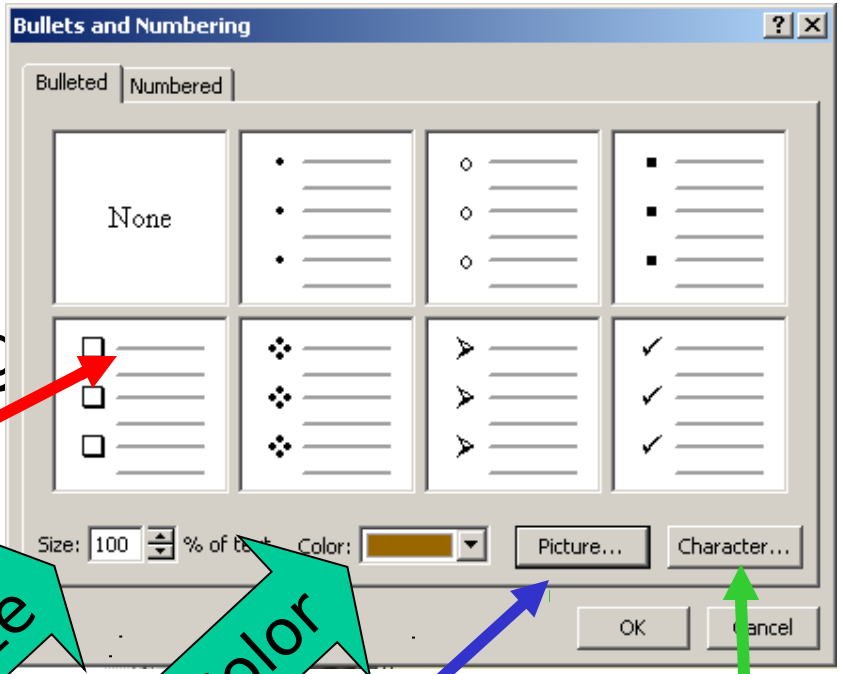
- Increase/decrease spacing  or 



Bullets (con't)

Customize bullet:

1. Highlight bulleted text
2. Format Menu
3. Bullets and Numbering
4. Choose design
5. Click "OK"



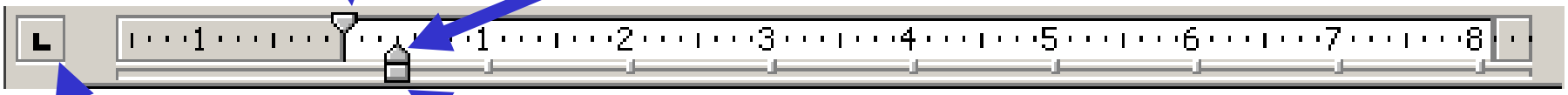
Choose from either preview, picture, or characte

Using Text Ruler

Used to set indents and margins

Top Indent Marker

Lower Indent Marker



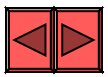
Sets margins

Moves both markers simultaneously

PowerPoint 2000

Working with Slides…

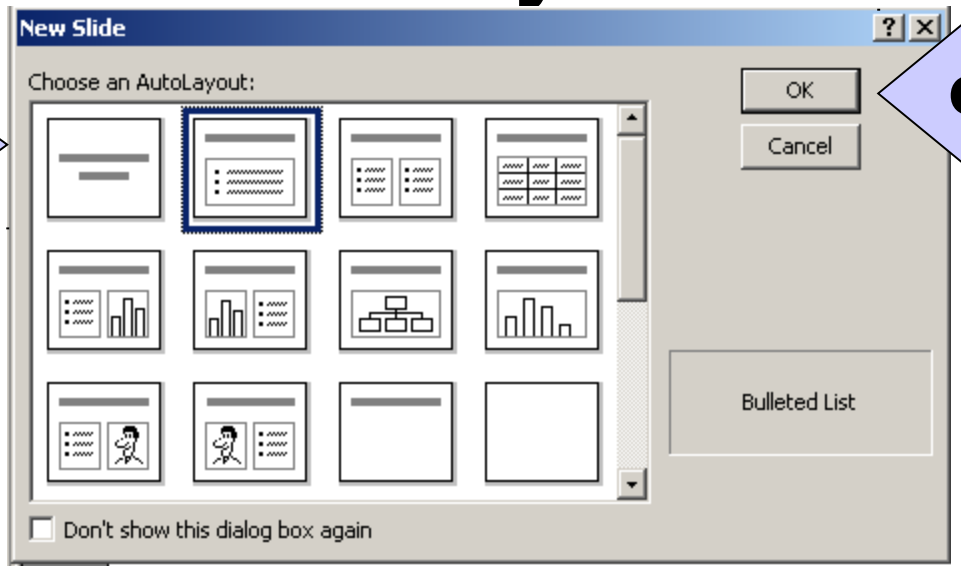
- Adding
- Deleting
- Copying
- Slide Finder
- Modifying
- Transitions



Adding Slides

1. **Select Location in presentation**
2. **Click on toolbar**
3. **Choose Slide Layout**
4. **Click**

Select Layout

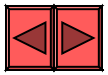


Click "OK"

PowerPoint 2000

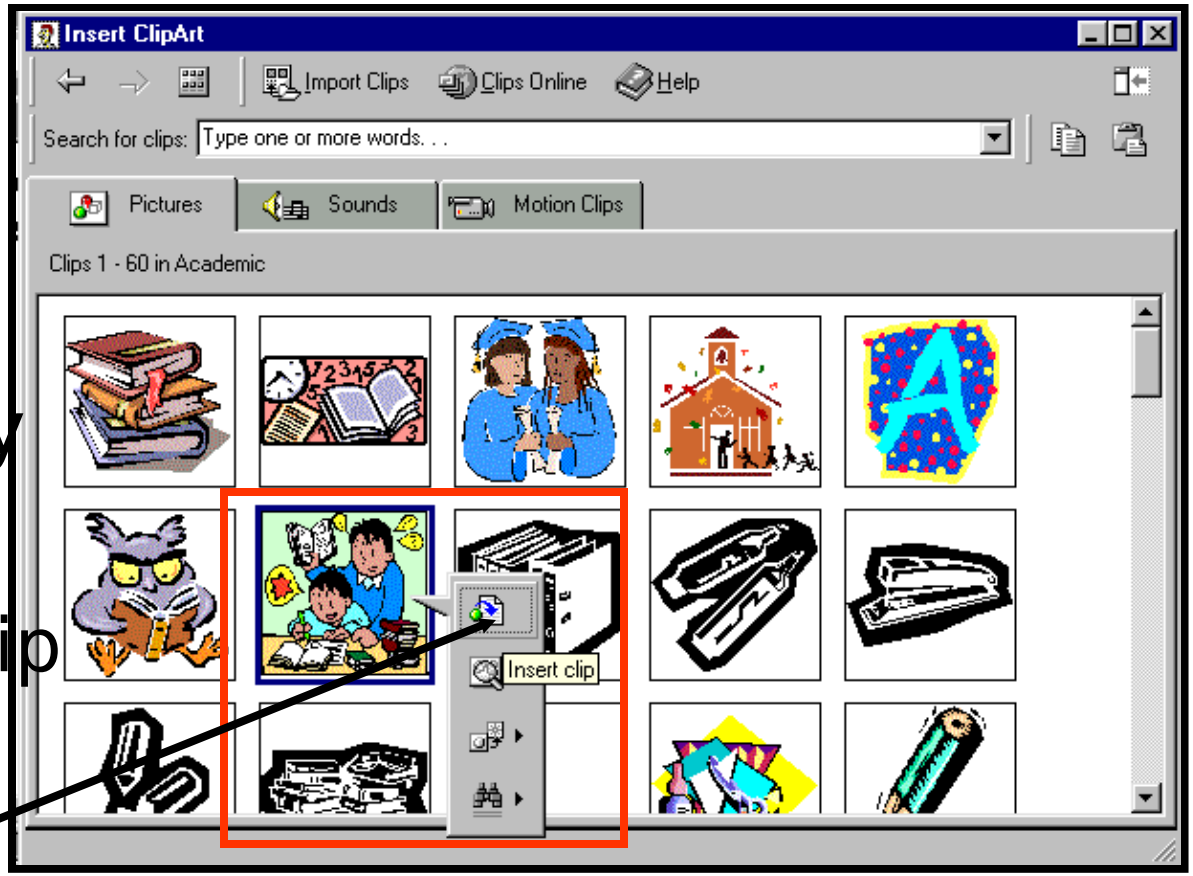
Working with Objects…

- Graphics
- Pictures
- Sound
- Video
- Text
- Shapes



Inserting Clip Art

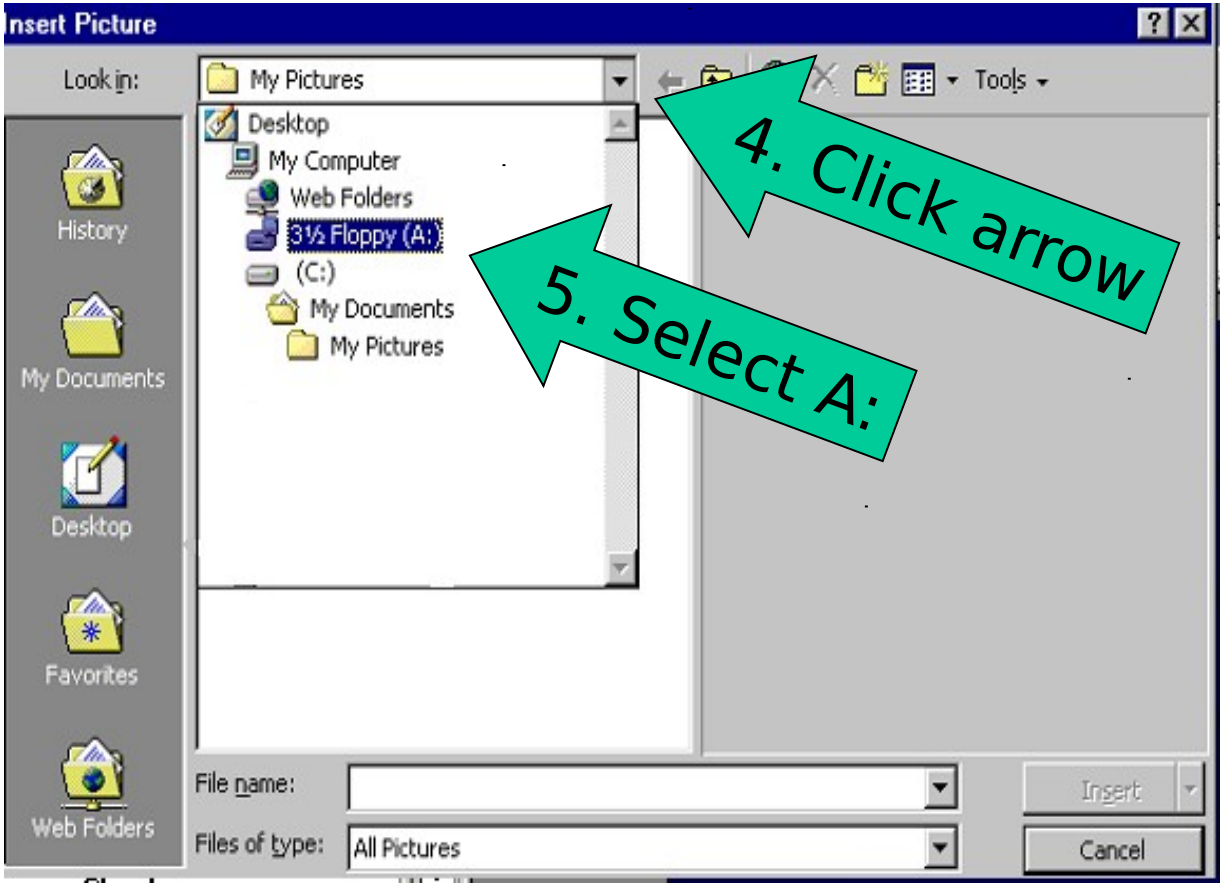
1. Insert (Menu)
2. Picture
3. Clip Art
4. Select category
5. Select clip art
6. Select insert clip



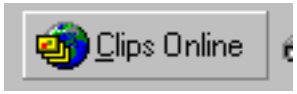
Click button to insert clip.

Inserting Graphics from Disk

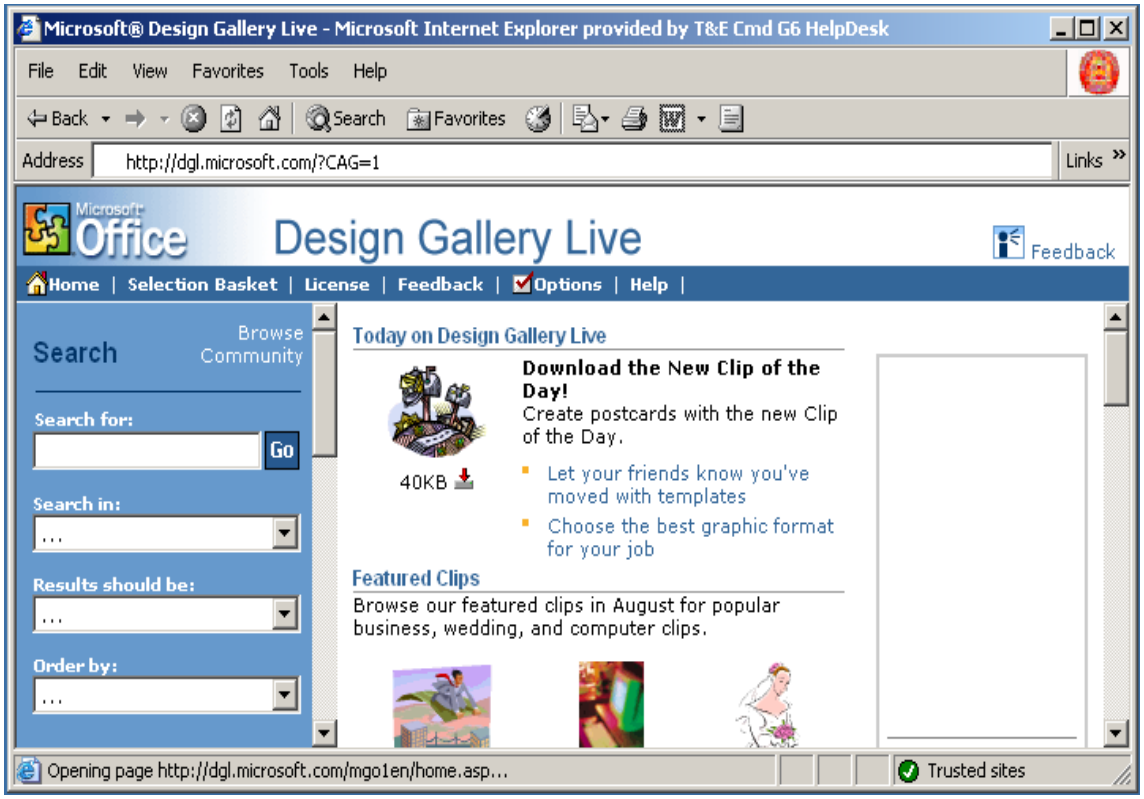
1. Insert
2. Picture
3. From File
4. Drop Down
5. Select A:
6. Search File



Inserting Clip On-line

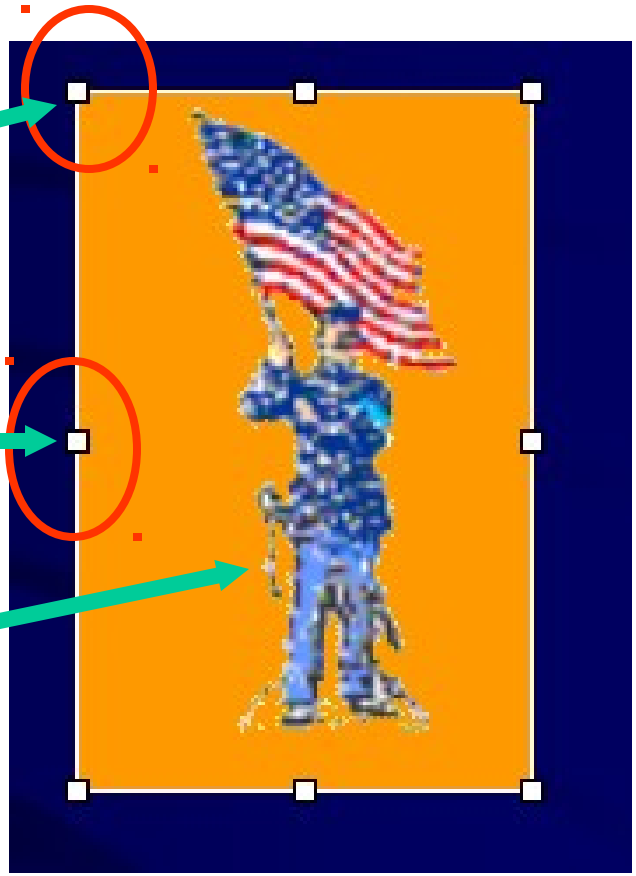
1. Insert
2. Picture
3. Clip Art
4. Select 

5. Click Browse link
6. Select a category
7. Click “Go”
8. Choose Clip


Microsoft® Design Gallery Live - Microsoft Internet Explorer provided by T&E Cmd G6 HelpDesk
File Edit View Favorites Tools Help
Back Search Favorites
Address http://dgl.microsoft.com/?CAG=1
Links
Microsoft Office
Design Gallery Live
Feedback
Home | Selection Basket | License | Feedback | Options | Help |
Search
Browse Community
Search for:
Go
Search in:
Results should be:
Order by:
Today on Design Gallery Live
Download the New Clip of the Day!
Create postcards with the new Clip of the Day.
40KB
Let your friends know you've moved with templates
Choose the best graphic format for your job
Featured Clips
Browse our featured clips in August for popular business, wedding, and computer clips.
Opening page http://dgl.microsoft.com/mgo1en/home.asp...
Trusted sites

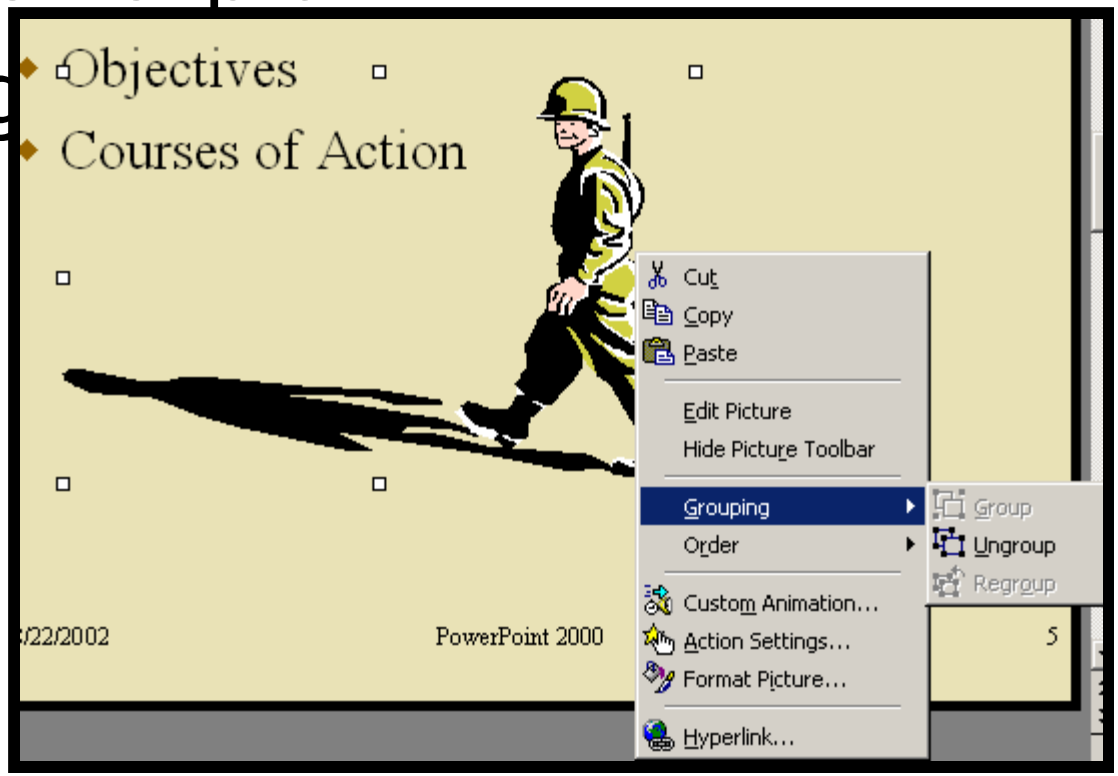
Resize and Move a Graphic

- Drag the corner square to change the size proportionally
- Drag the middle square to change the size on one dimension
- Point the graphic and drag it to move it around



Editing Clip Art

1. Highlight object
2. Right click clip art
3. Grouping
4. Ungroup
5. Yes to convert



Editing Clip Art (con't)

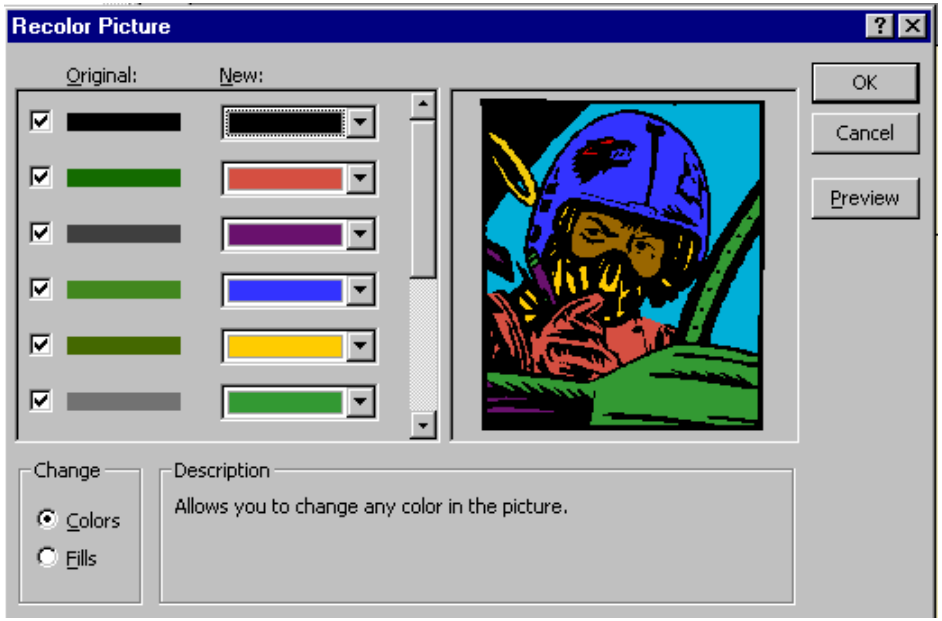
6. Click out side to deselect all objects
7. Click object
8. Edit, forma
   delete, etc.
9. Regroup when done

Hold down shift-key for multiple obj

Editing Clip Art (con't)

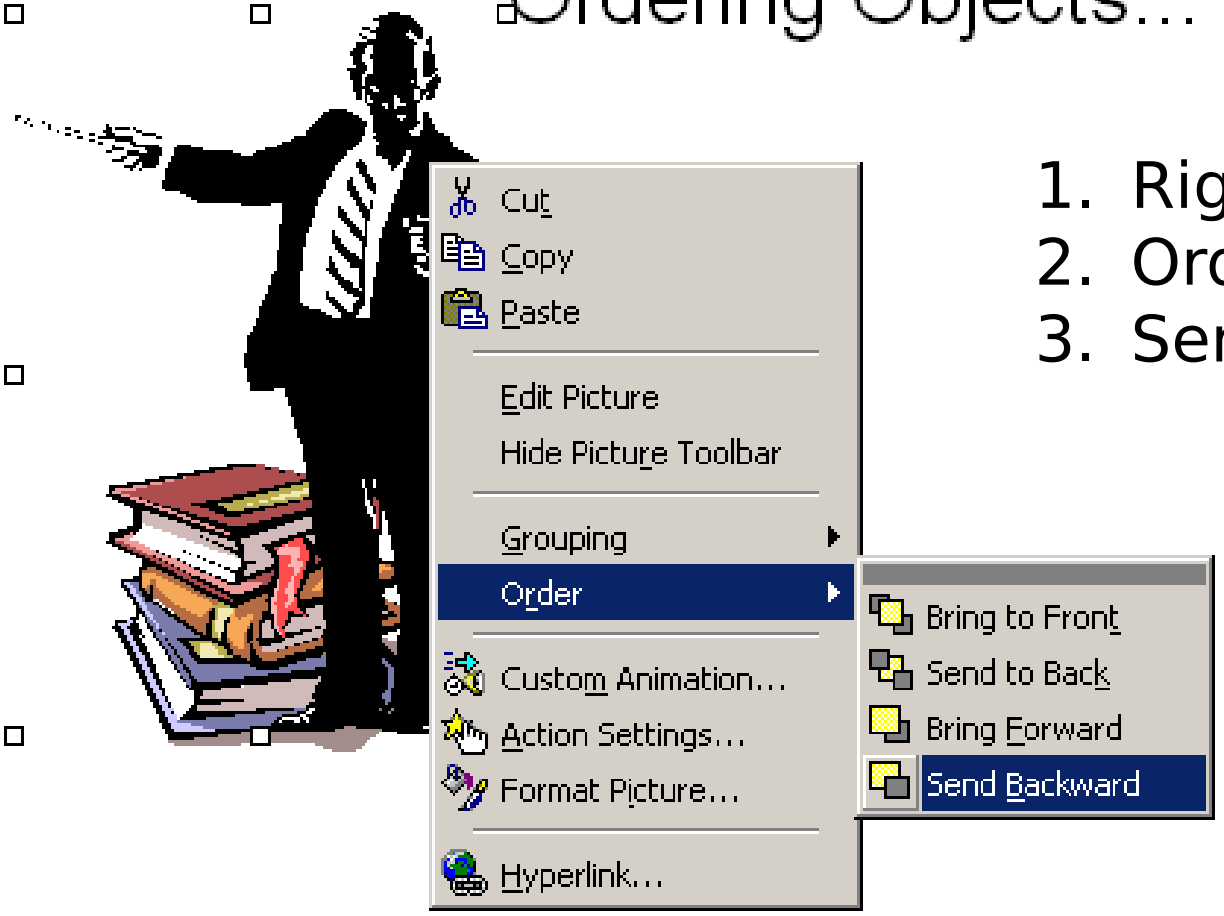
Changing the color scheme.

1. Select Graphic
2. Click Recolor
3. Select new colors for originals
4. Preview
5. Click "OK"



Working with Objects

Ordering Objects…



1. Right click object
2. Order
3. Send Backward

Ordering Objects

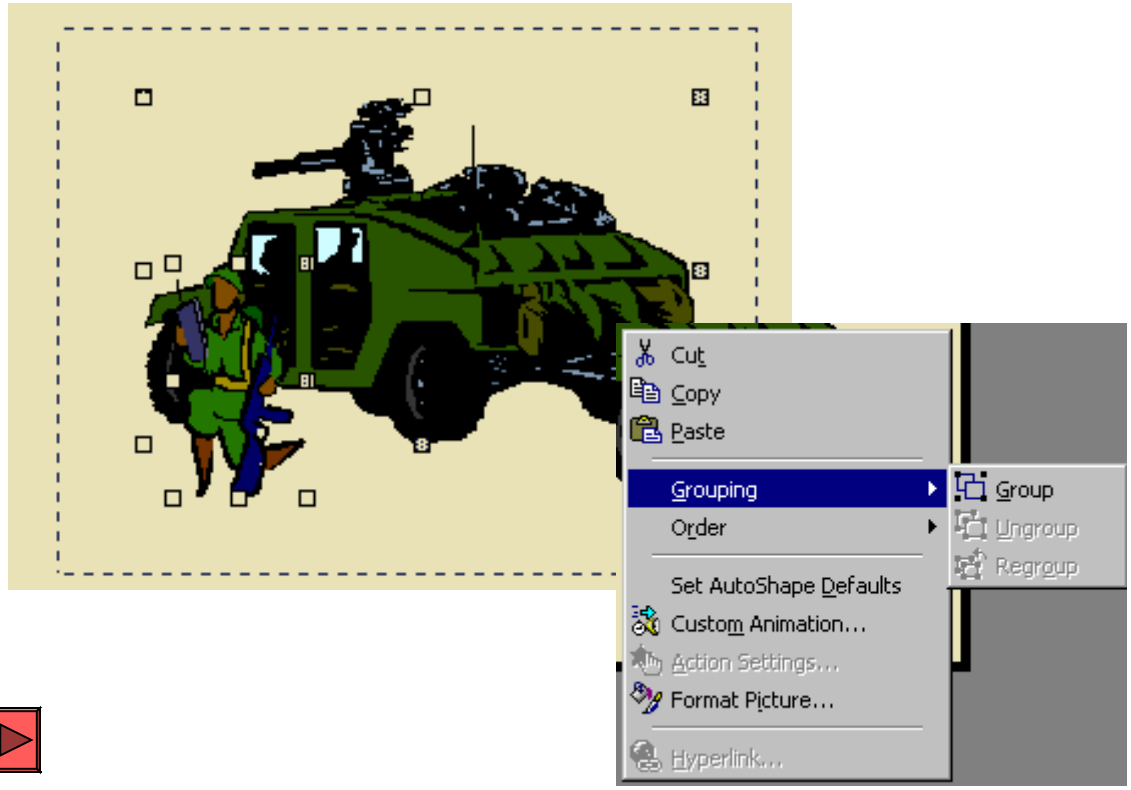
Continued...

Before

After

Grouping Objects

Applies the same effect to several objects.



1. Left click and drag over all objects.
2. Right click
3. Select Grouping
4. Select Group
5. Move and Resize

Rotating Objects

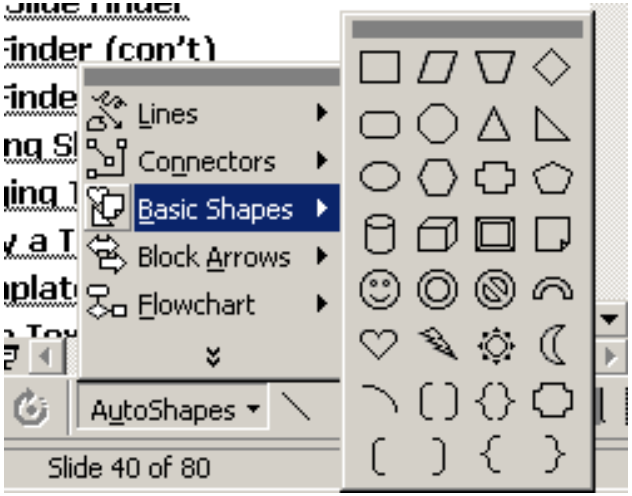
- Select object(s)
- Click Free Rotate
- Click on Rotate Handle
- Move up, down, left or rig
- Release button

Rotate handle

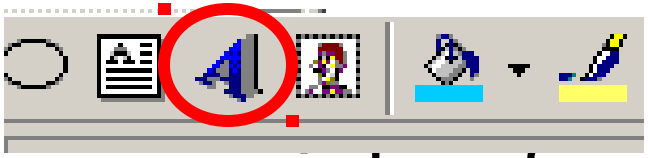
Features for Graphics

Auto Shape

- Provides a library of commonly used shapes.

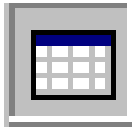


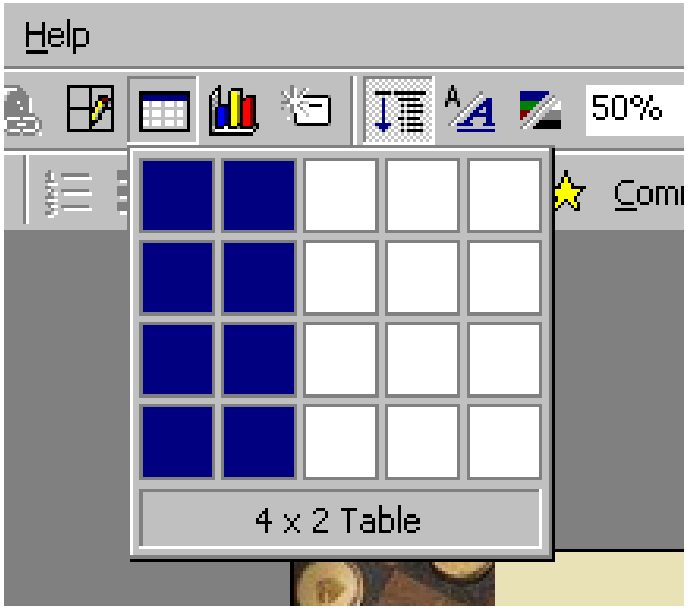
WordArt



- Provides a variety of text designs that make useful accents or logos.

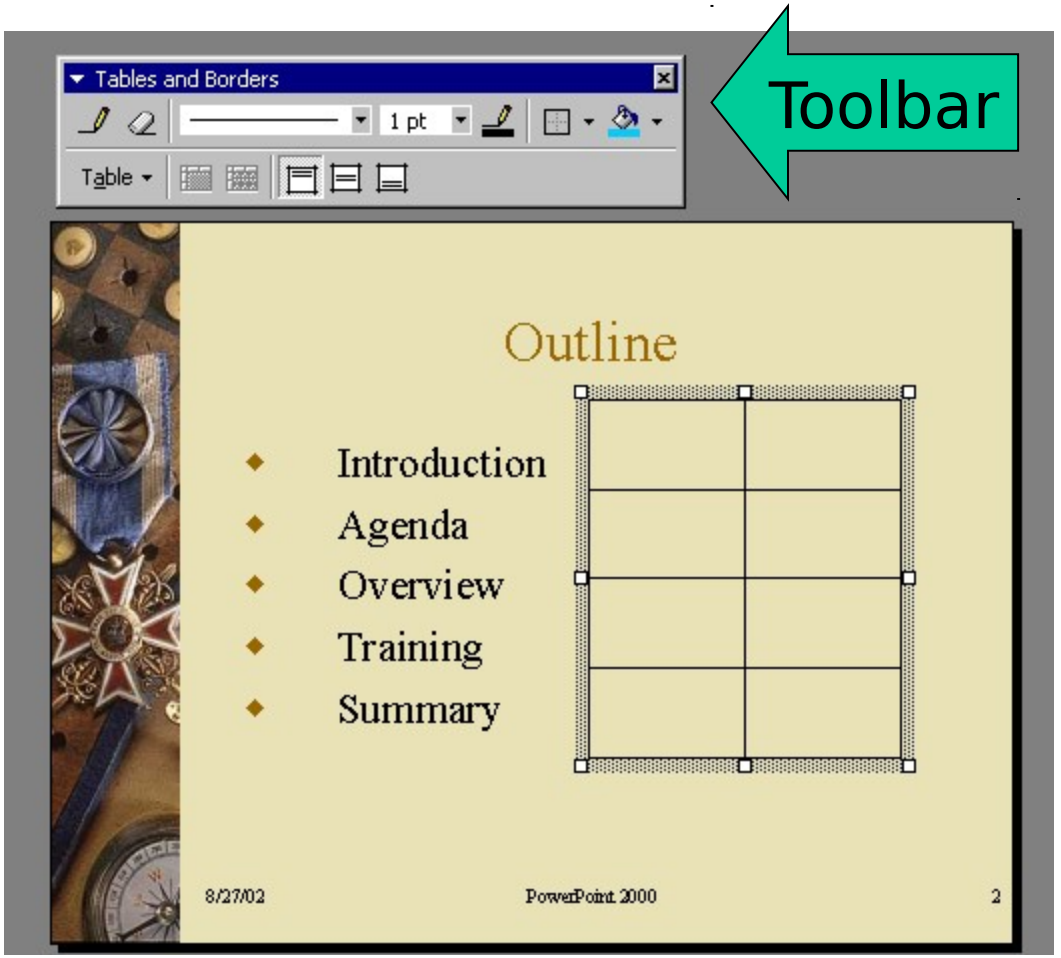
Creating a Table

- Click  from tool bar
- Hold down mouse button
- Highlight range of columns and rows
- Release button



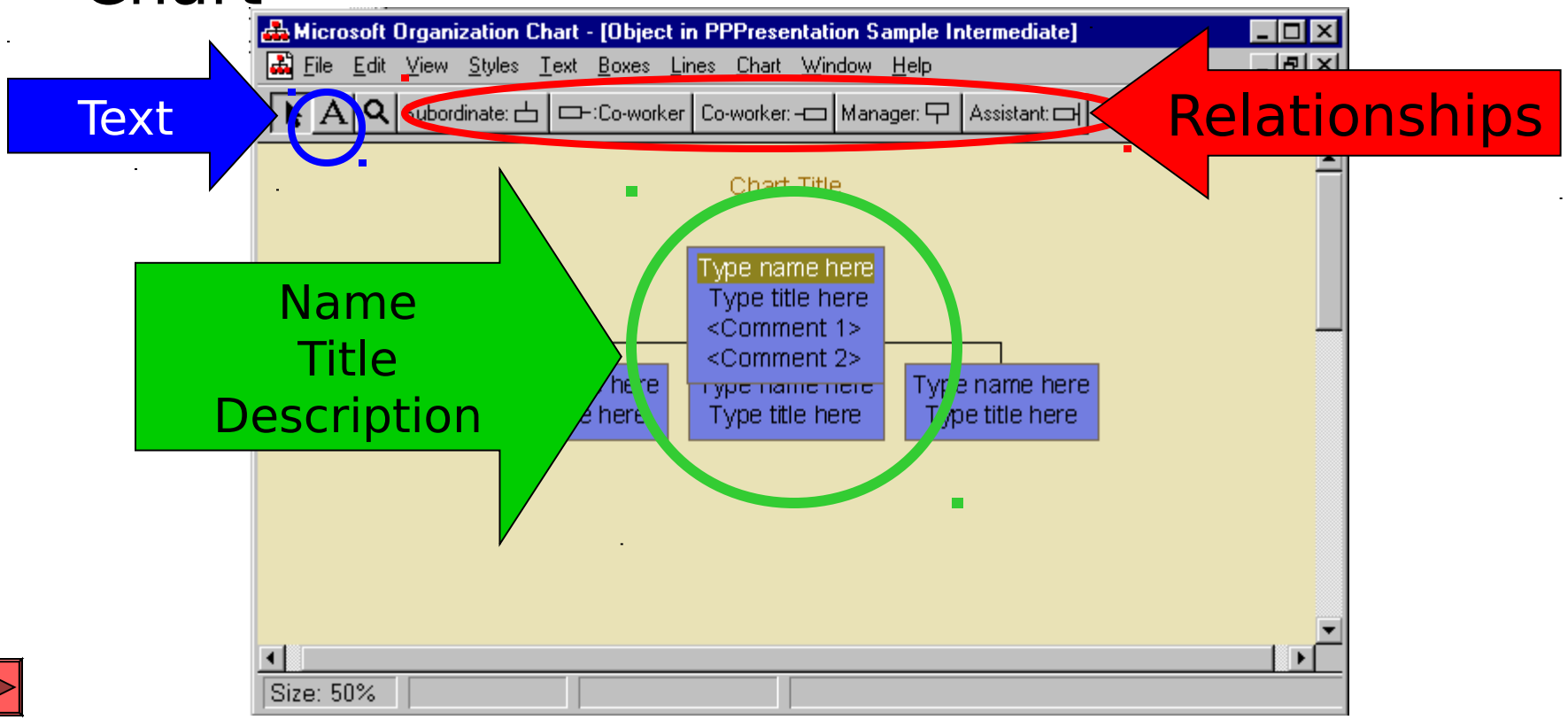
Tables (con't)

- Click cell to add text
- Format font
- Resize table
- Move table

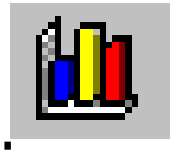


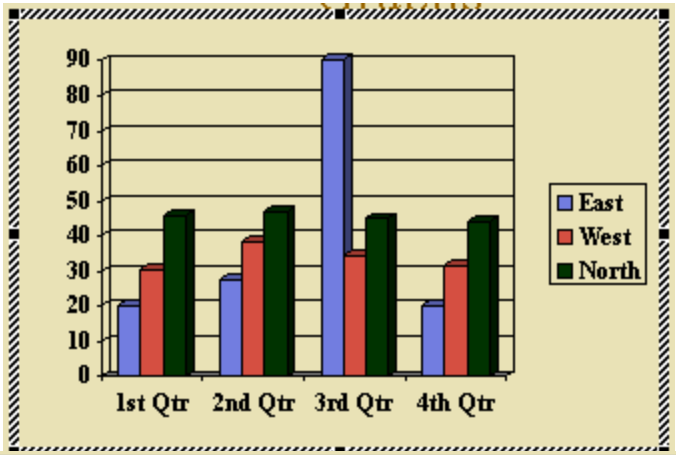
Creating Organization Charts

1. Insert Menu, 2. Picture , 3. Organization Chart



Graphs

1. Click 
2. Input figures in spreadsheet
3. Click outside graph to implement changes.
4. Double-click on graph to edit.



PPPresentation Sample Inte... - Datasheet

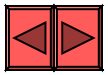
		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

Graph represents figures in spreadshe

PowerPoint 2000

Working with Slides…

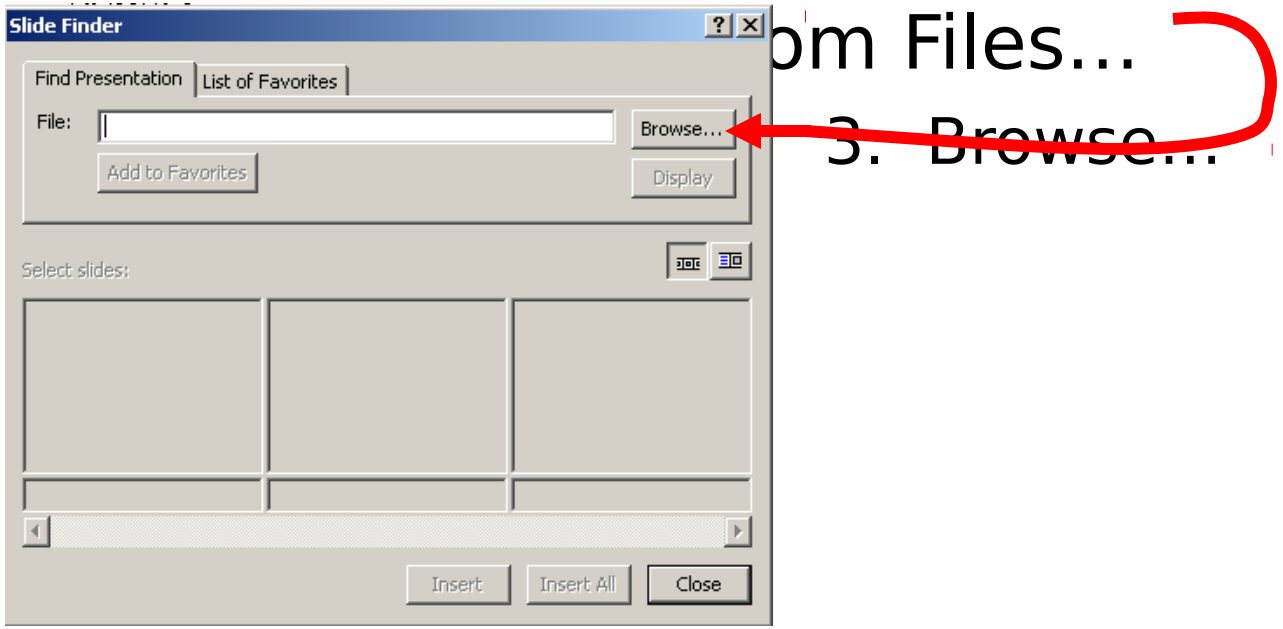
- Adding
- Deleting
- Slide Finder
- Modifying
- Transitions



Using Slide Finder

Copies slides from other presentations.

1. Insert Menu

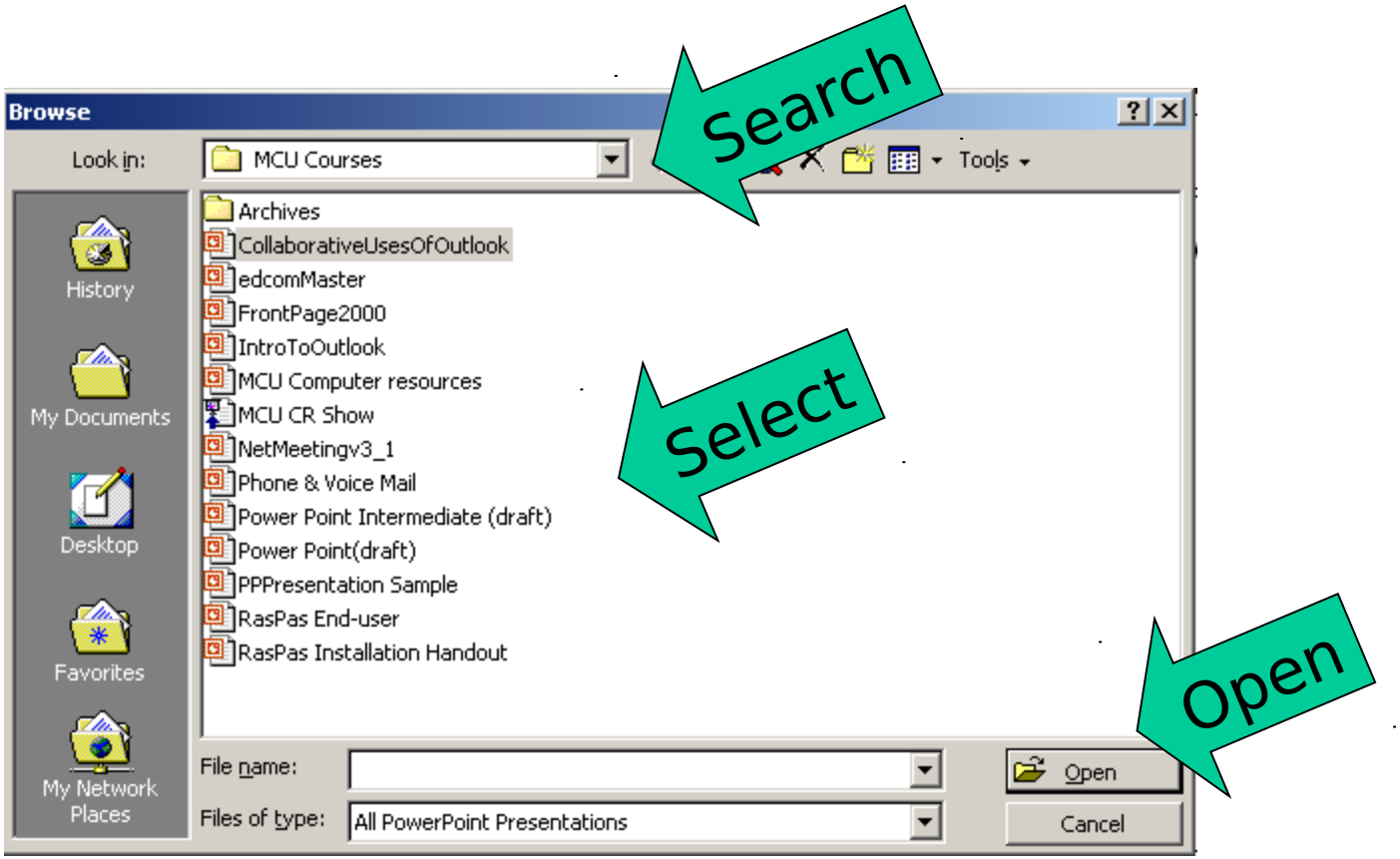


om Files...

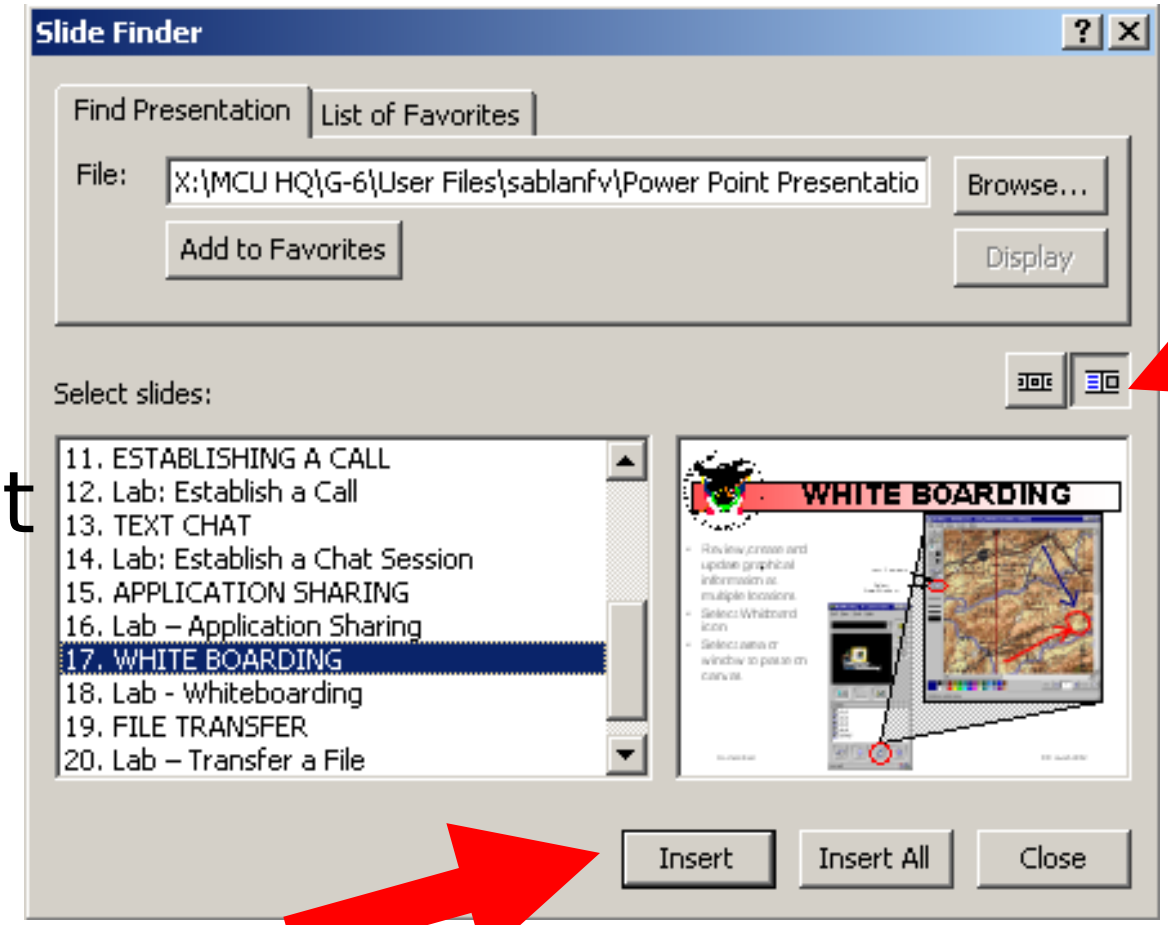
3. Browse...

Slide Finder (con't)

1. Search
2. Select
3. Open



Slide Finder (con't)



1. Outline View

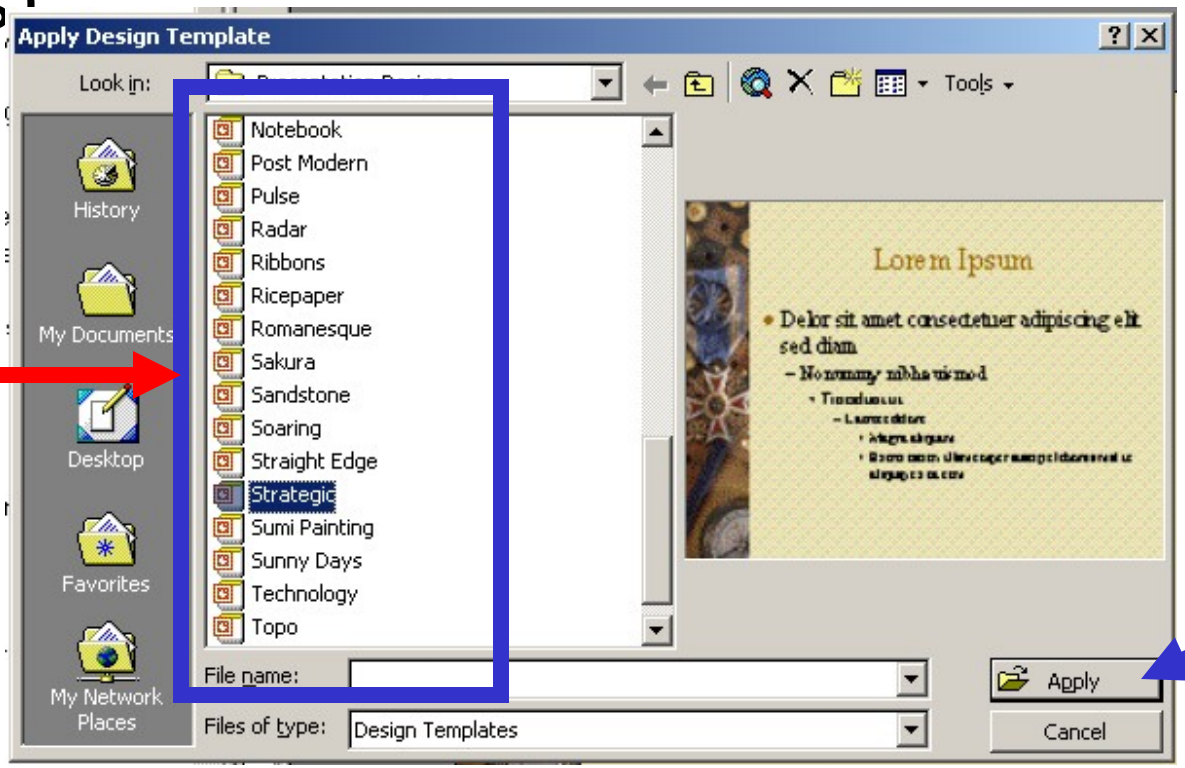
2. Select Slide

3. Click "Insert"

Changing Templates

1. Format Menu
2. Apply Design Template... (applies to all slides)

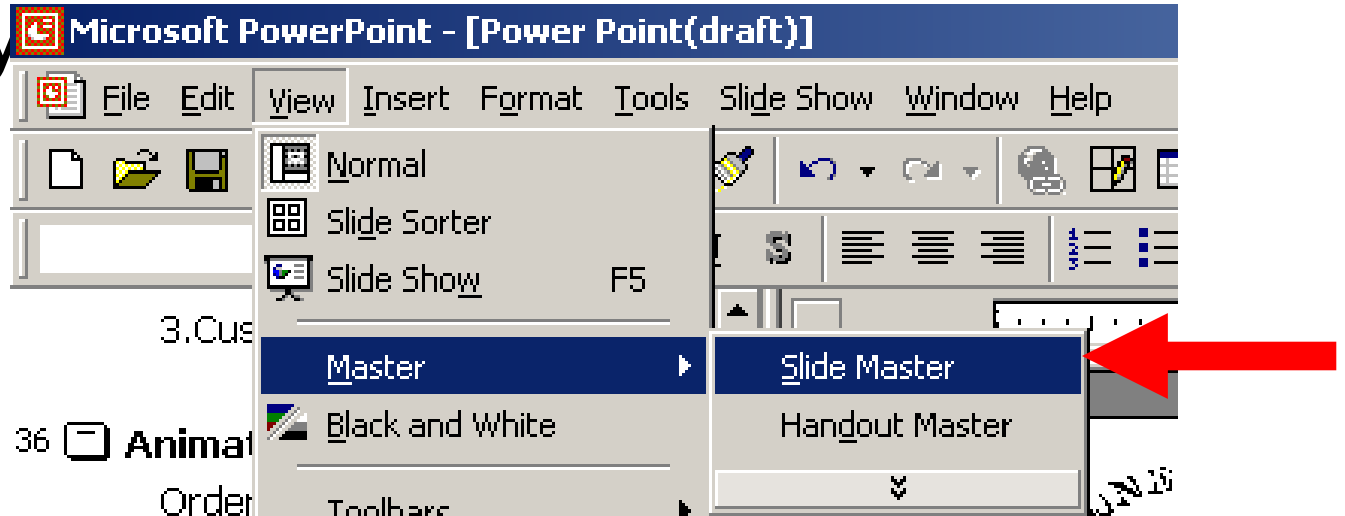
3. Select design



4. Click Apply

Modify a Template

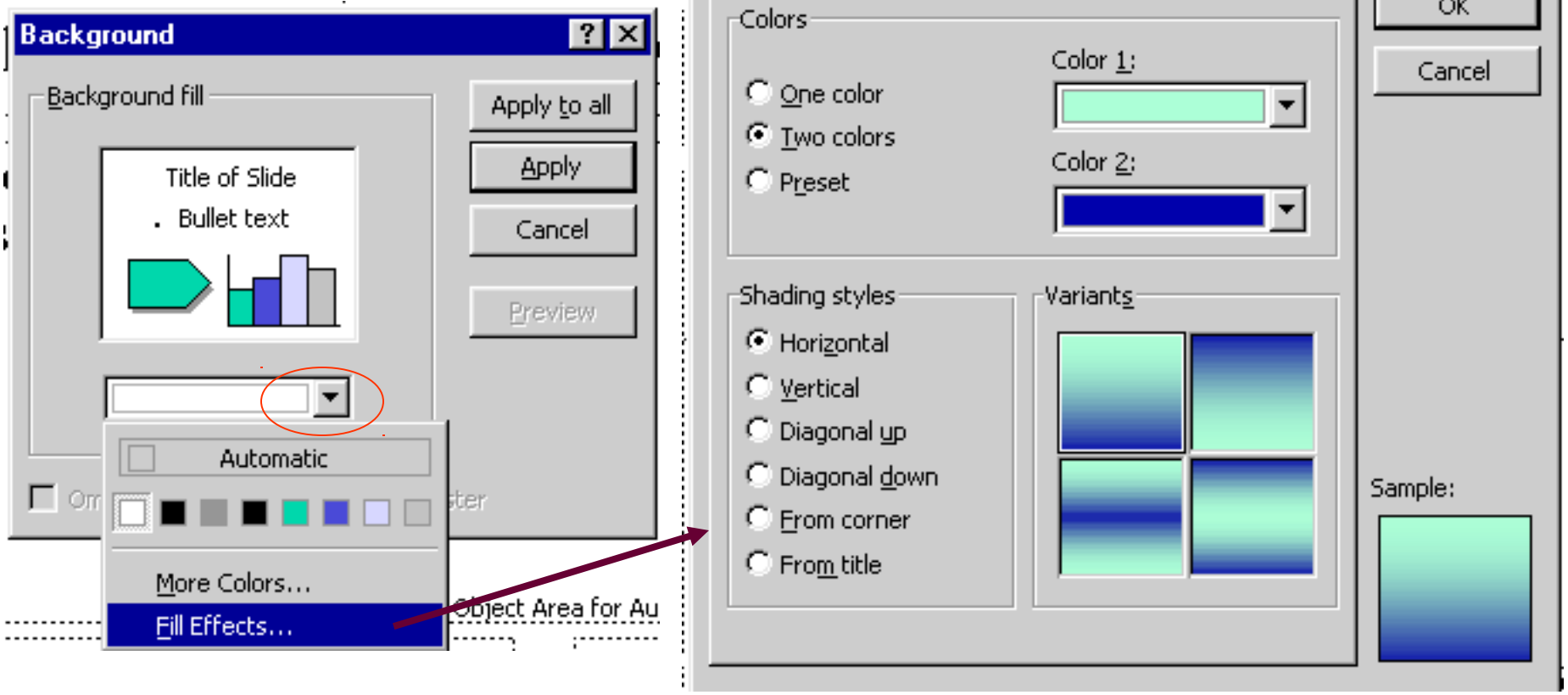
- View-Master-Slide Master
  - You are in the slide template view, when you make any changes in this view, all the slides will be changed.
  - Like working on a slide, you may insert a graphic, change text color, sty



A Template View

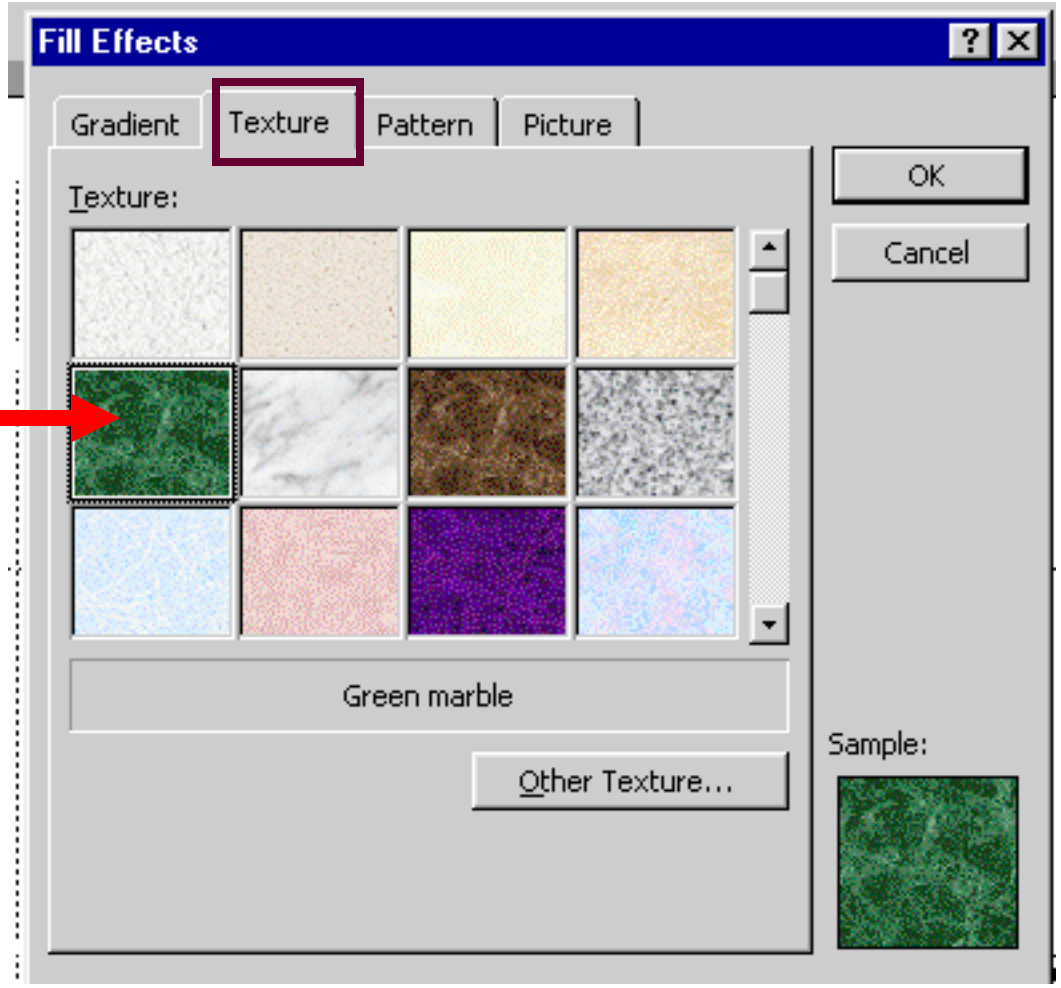
Changes to master slide affects all slides throughout presentation.

Format-Background



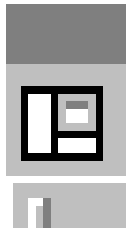
Fill Effect-Texture

Select a texture



Return to Normal View

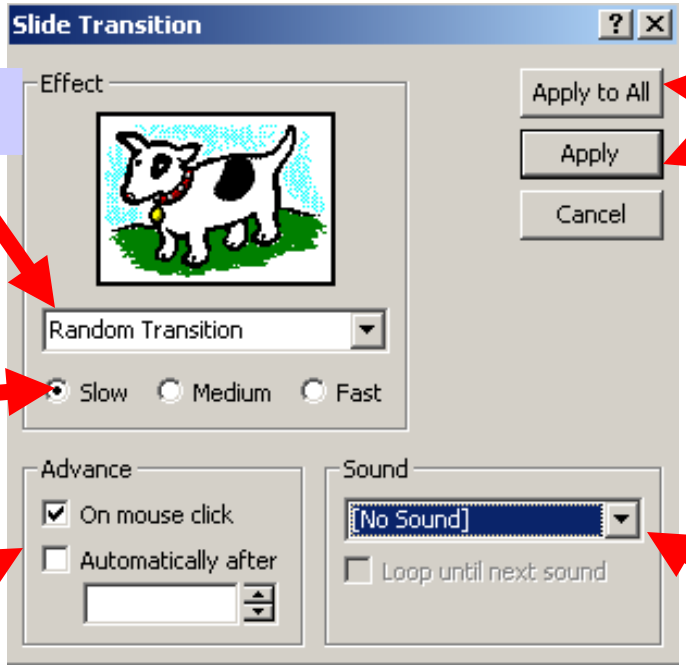
- Go back to normal view by clicking
- In the normal view, you can type text, add graphics and create new slides



Slide Transition

1. Slide Show
2. Slide Transition

Allows customizations of slide changes



Select transition type

Apply to current or all slides

Transition Speed

When to effect

Sound options

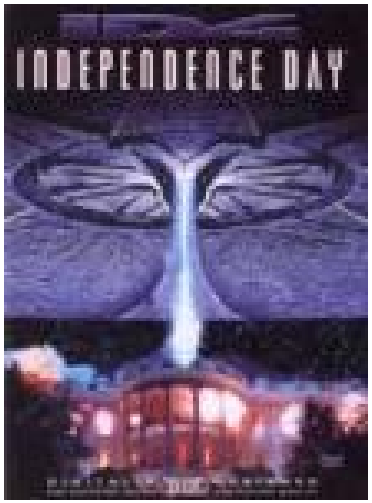
PowerPoint 2000

Working with Multimedia…

- Adding
- Deleting
- Settings

Adding Multimedia

Enhancing a presentation using video and sound.

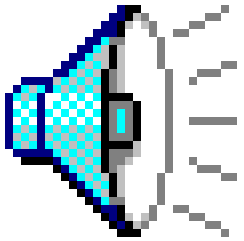


Sounds

Motion Clips

Multimedia (con’t)

1. Insert Menu
2. Movies and Sounds…
3. Select from list (movie, sound, cd track)
4. Select Media
5. Insert
6. Click Yes or No to play automatically or by clicking on object.



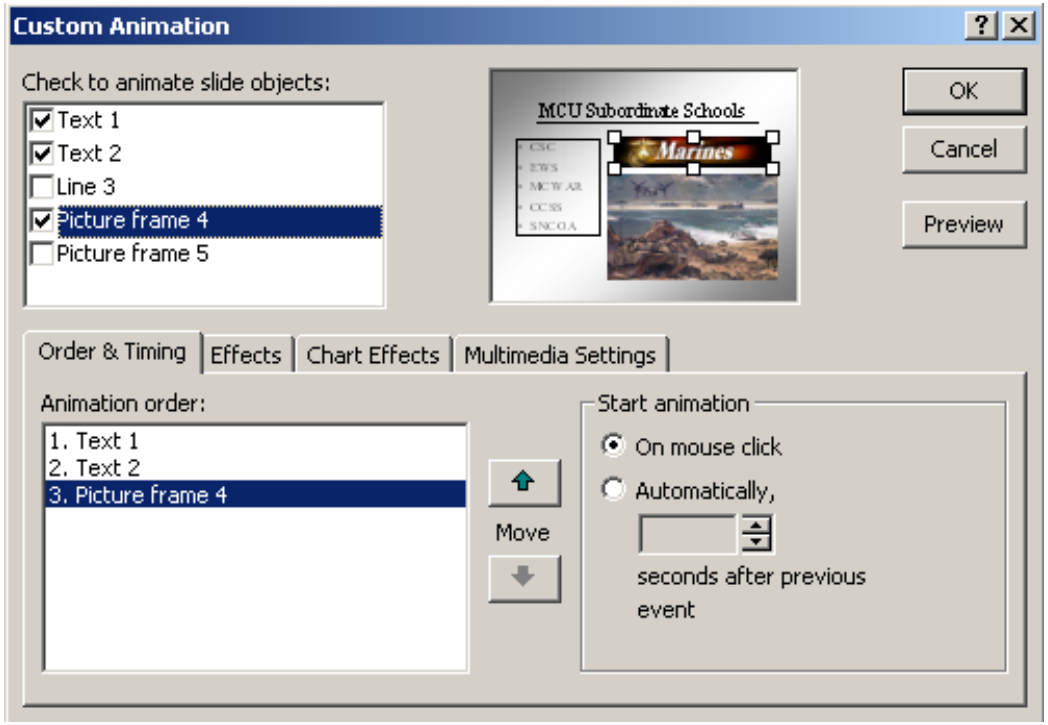
PowerPoint 2000

Working with Animation…

- Creating
- Ordering
- Timing
- Settings

Animation

1. On current screen
2. Slide Show (Menu)
3. Custom Animation...

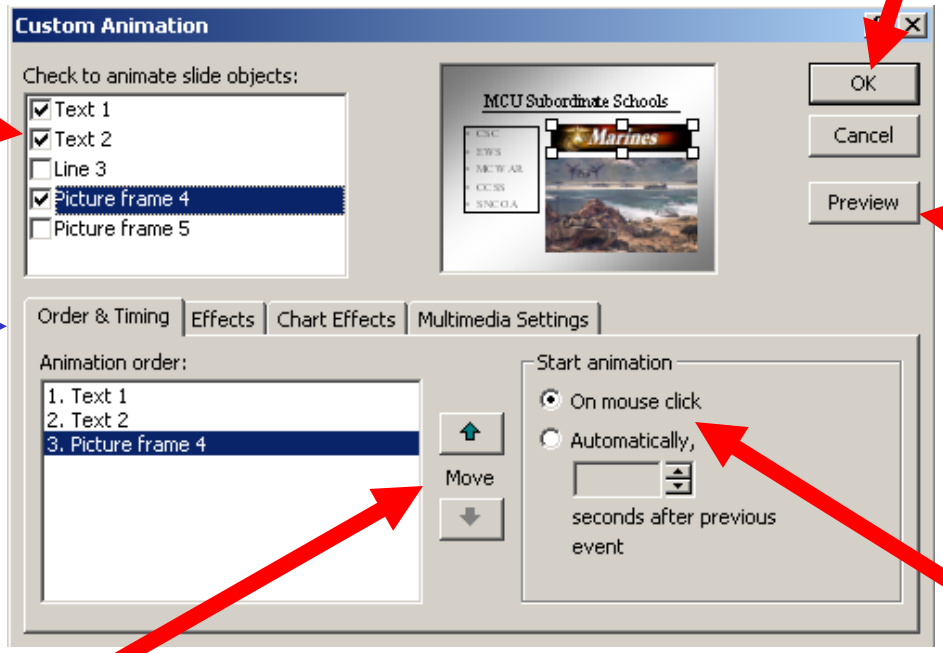


Animation (con't)

Order & Timing tab

Click "OK" to apply

Select objects to animate



Click to preview animation

Determine order of animation

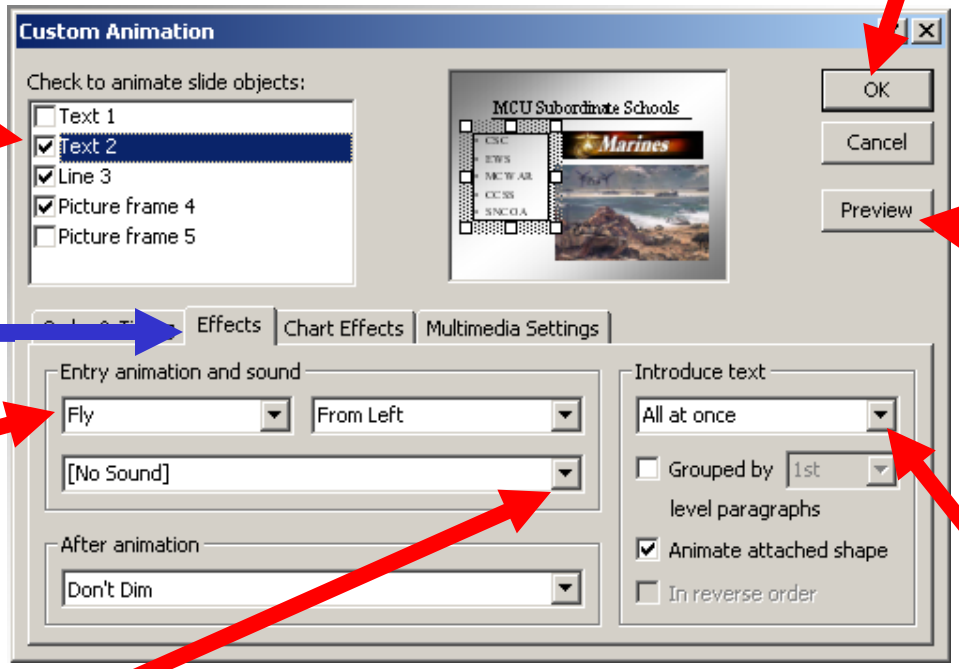
When to execute

Animation (con't)

Effects tab

Select objects to animate

Click "OK" to apply



Click to preview animation

Select type

Sound feature option

When to execute

PowerPoint 2000

Working with the Slide Show…

- Showing
- Drawing
- Slide Control Tools

Show a Presentation

Common ways of showing presentations

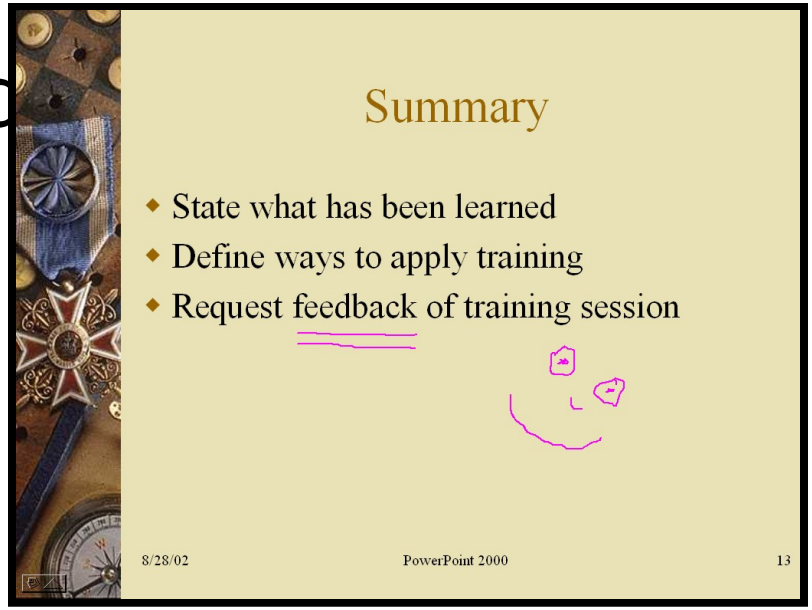
1. Manually (mouse-clicking)
2. Automatically
   a. Apply timing to slide transitions
   b. Using Rehearse Timings
   c. PowerPoint Show (.pps)

Setting-up show

1. Click on slide one in O ne window
2. Click on “Slide Show” ( )view from View Mode Buttons

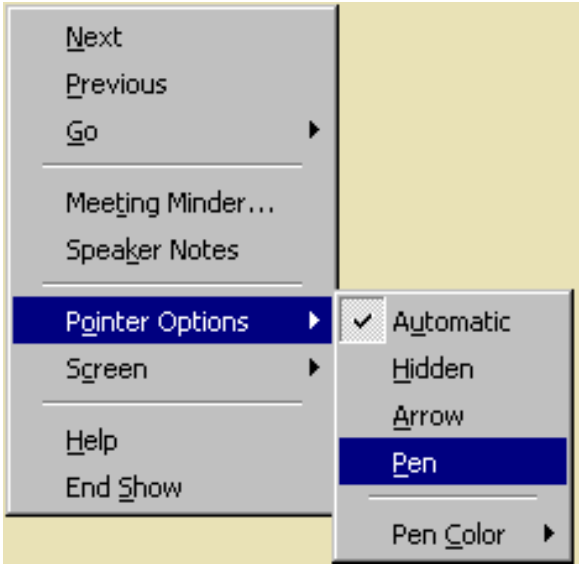
Drawing on a Slide

- Used in Slide Show View to draw or visually emphasize a point.
- Temporarily shown on current slide only.
- Will not change slid

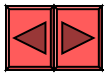


Drawing (con't)

1. Go to Slide Show View
2. Right Click anywhere on slide
3. Pointer Options
4. Select Pen
5. Hold button down to draw on slide

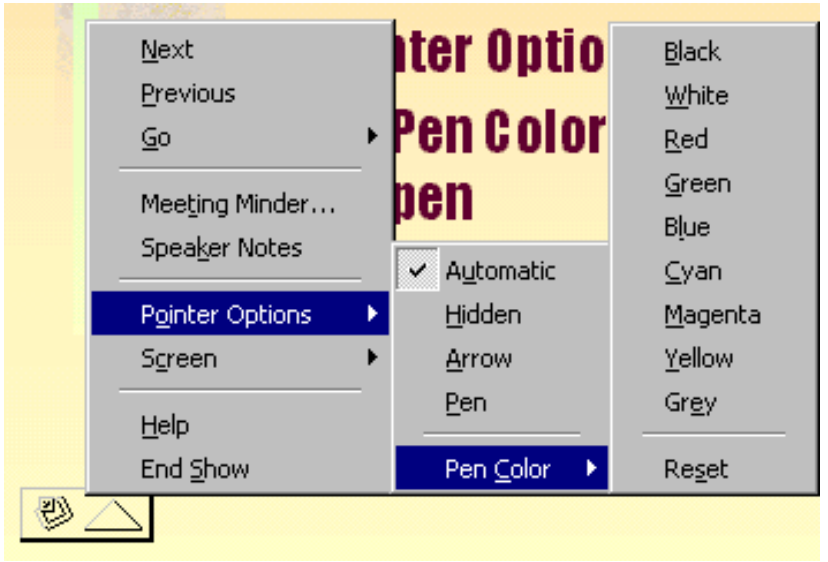


To turn off pen, select Automatic in Pointer Options.



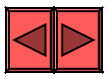
Slide Control Tools

- On slide show, slide Control
  - Next, Previous, Go to-select a slide
  - Pen-use pen tool to mark important point on the slide
    - Go to next or previous slide to erase the marks
  - Pen Color-select a color for the pen
  - Erase pen
    - Screen-Erase pen
  - Pointer options-Arrow to go back to mouse clicking mode.
  - End Show or “Esc”

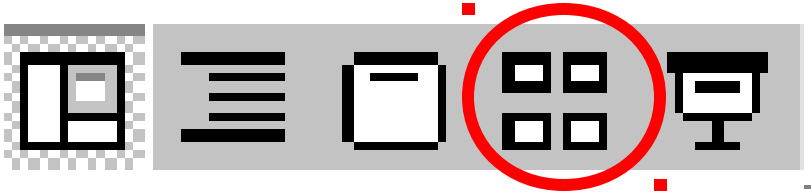


Working with the Slide Sorter View…

- View
- Add/Delete
- Copy
- Rearrange
- Hide/Unhide
- Summary Slide



Slide Sorter View



- Add: Select location, Cli
- Delete: Click slide, Cli
- Copy: Select slide(s),Cli , Select locatio Click
- Sort/Rearrange: Drag and Drop
- Hide: Select slide, Cli
- Unhide: Select hidden slide, Cl

Summary Slide

1. In Slide Sorter View, click slide 2
2. Hold down Shift key
3. Click on desired slides
4. Click

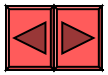
Summary Slide will have all titles of

2 3 4 5

PowerPoint 2000

Other Items…

- Custom Shows
- Color Schemes
- MS Word 2000
- Notes
- Printing
- Help



Custom Shows

- Creates a presentation within a presentation
- Allows creation and modification of one presentation for different audiences

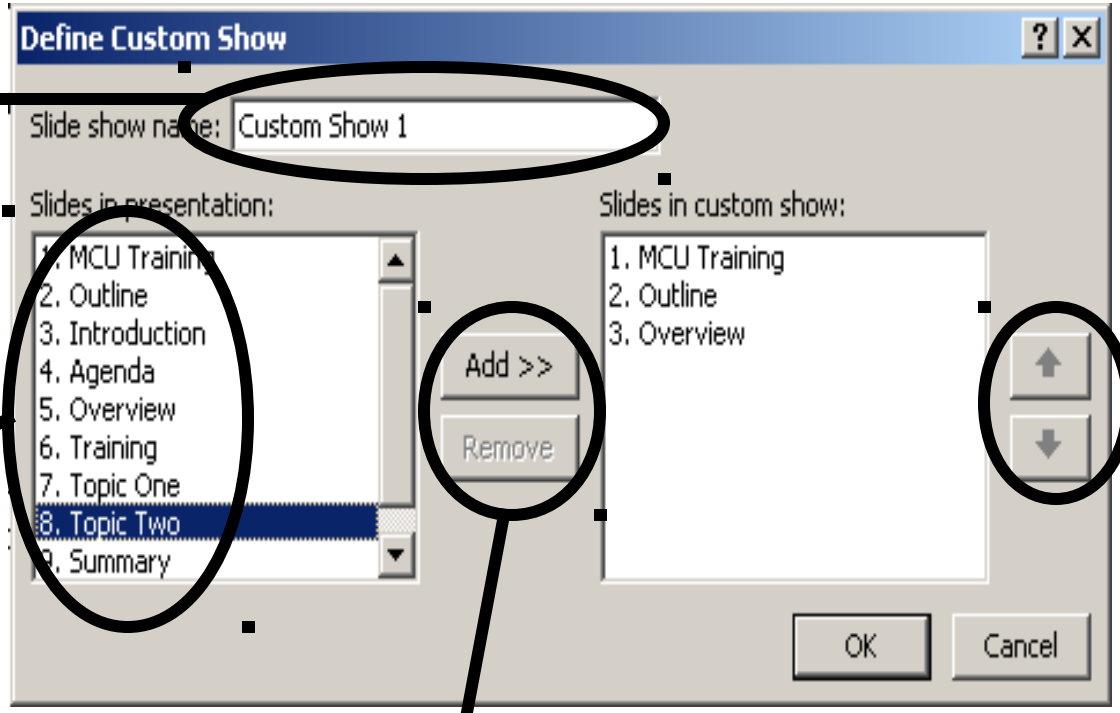
Slide Show Menu > Custom Shows… > New

Custom Shows (con't)

Define Custom Show

Type Name

Select slides for custom show



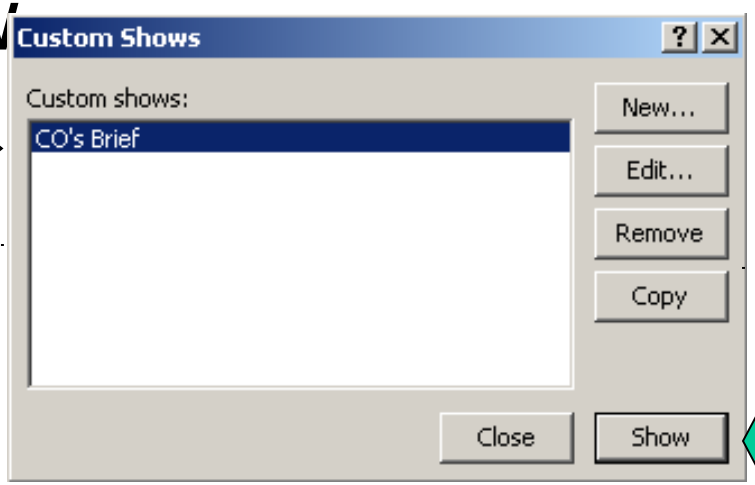
Sorts slide s

Adds/Removes to and from Custom show

Viewing Custom Shows

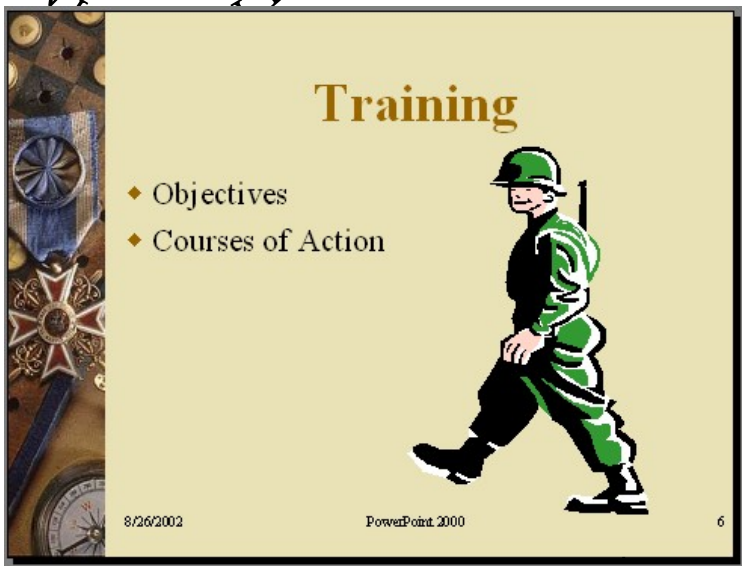
1. Slide Show
2. Custom Shows...
3. Select custom show
4. Click Show

Select show



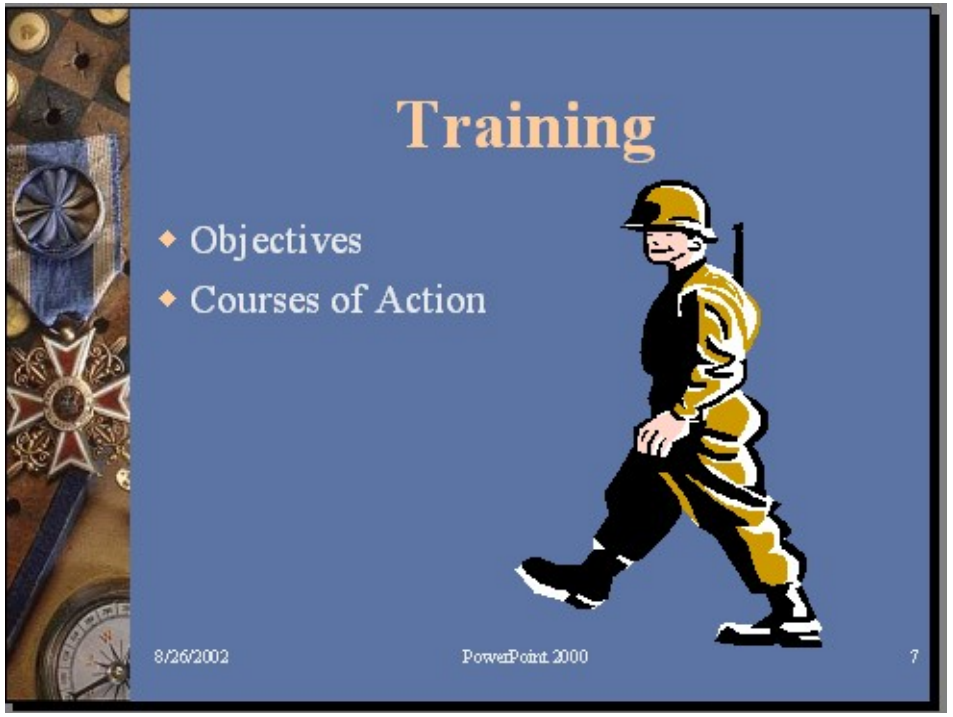
Click Show

Changing the Color Scheme



Before

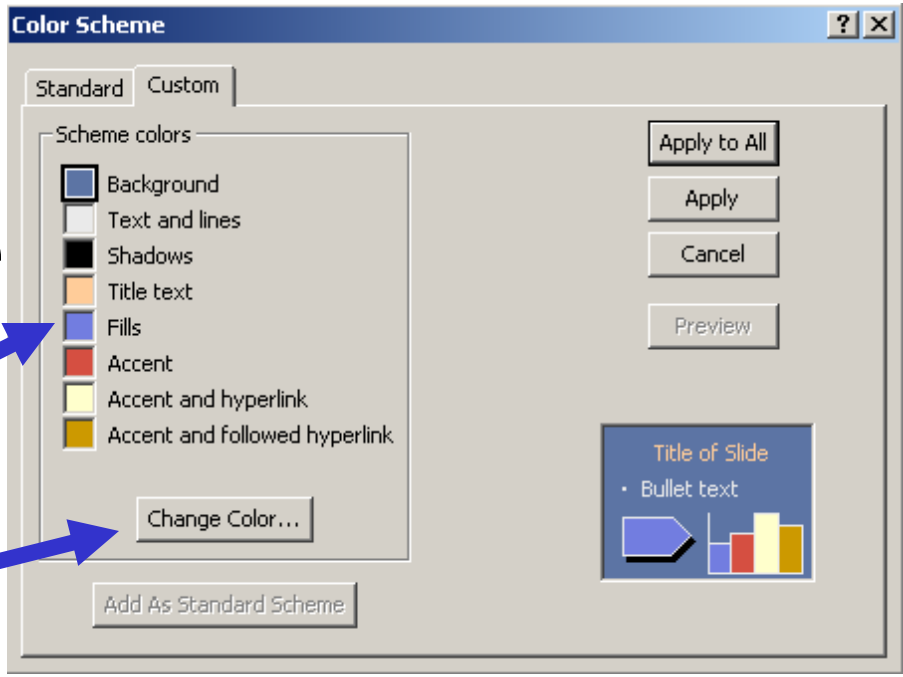
After

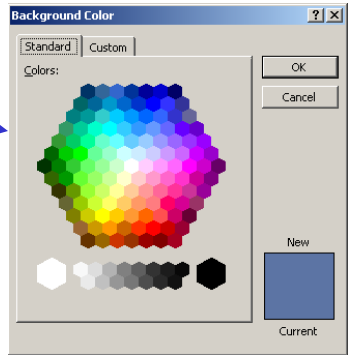


1. Format Menu
2. Slide Color Scheme
3. Select scheme
4. Apply or Apply All

Custom Color Scheme

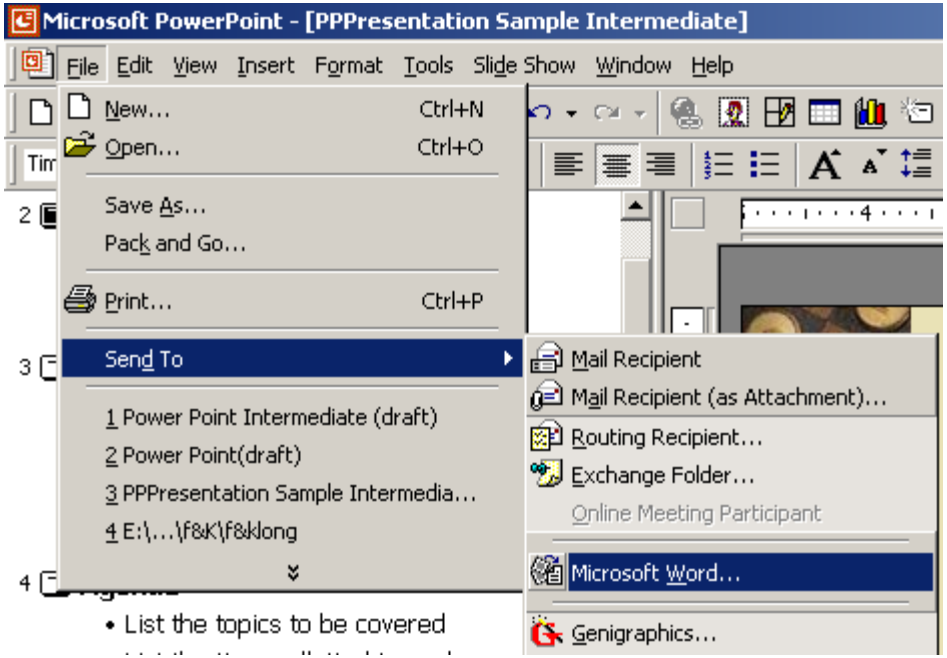
1. Format Menu
2. Slide Color Scheme
3. Custom tab
    a. Select item by clicking in box
    b. Click Change Color
    c. Choose color
    d. Click OK





Working with Word 2000

PowerPoint allows you to export and import files from one application to another using the File, Send To command.



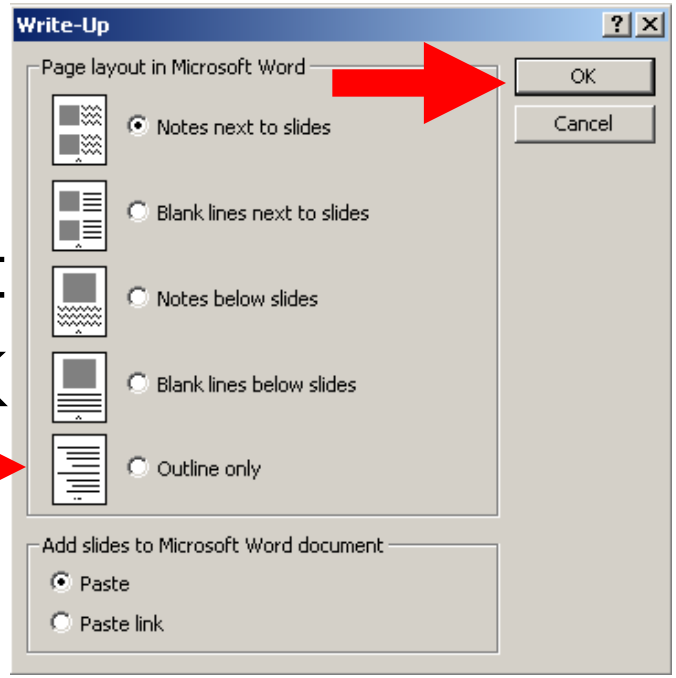
Importing/Exporting

Import from Word

File > Send to > Microsoft PowerPoint

Export to Word

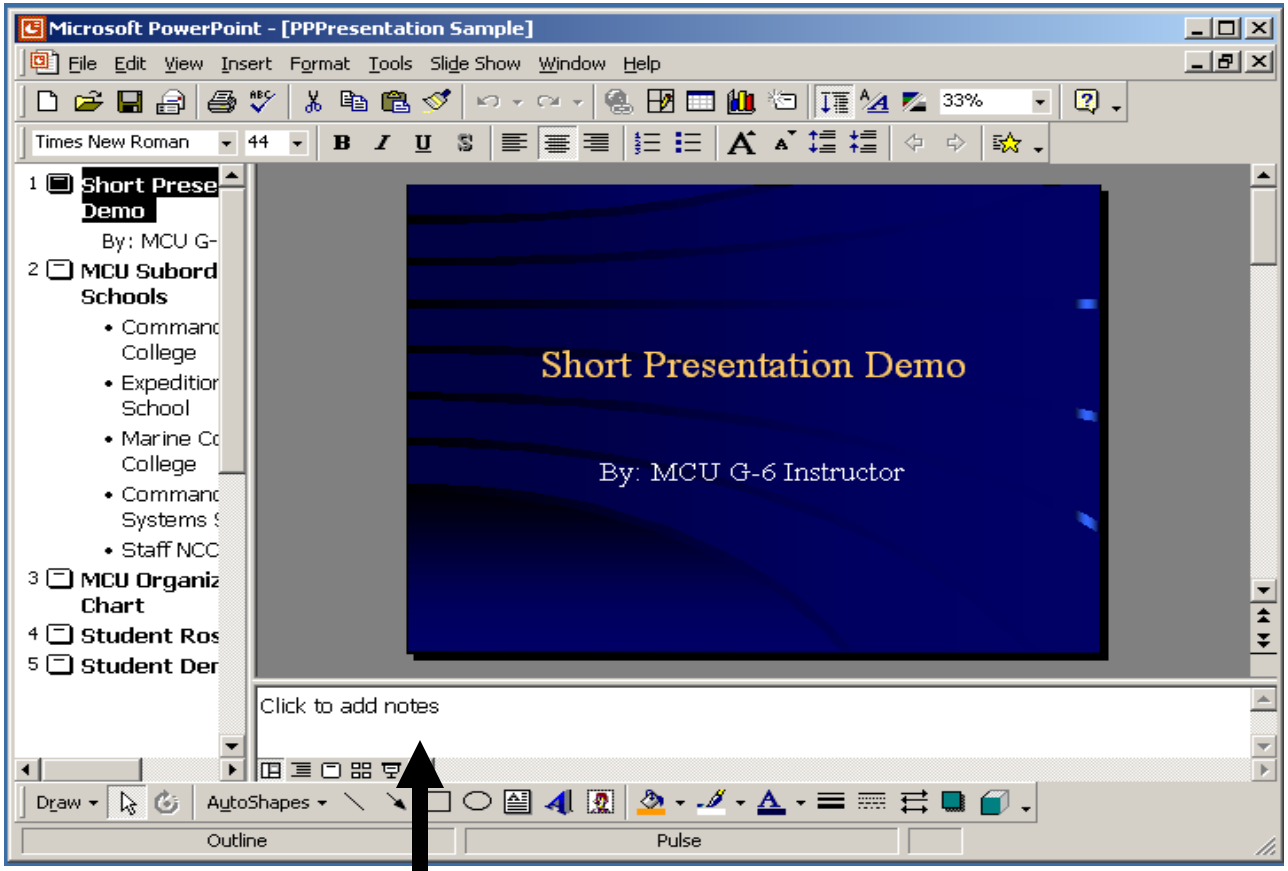
File > Send to > Microsoft Word > Outline only > OK



Working with Notes

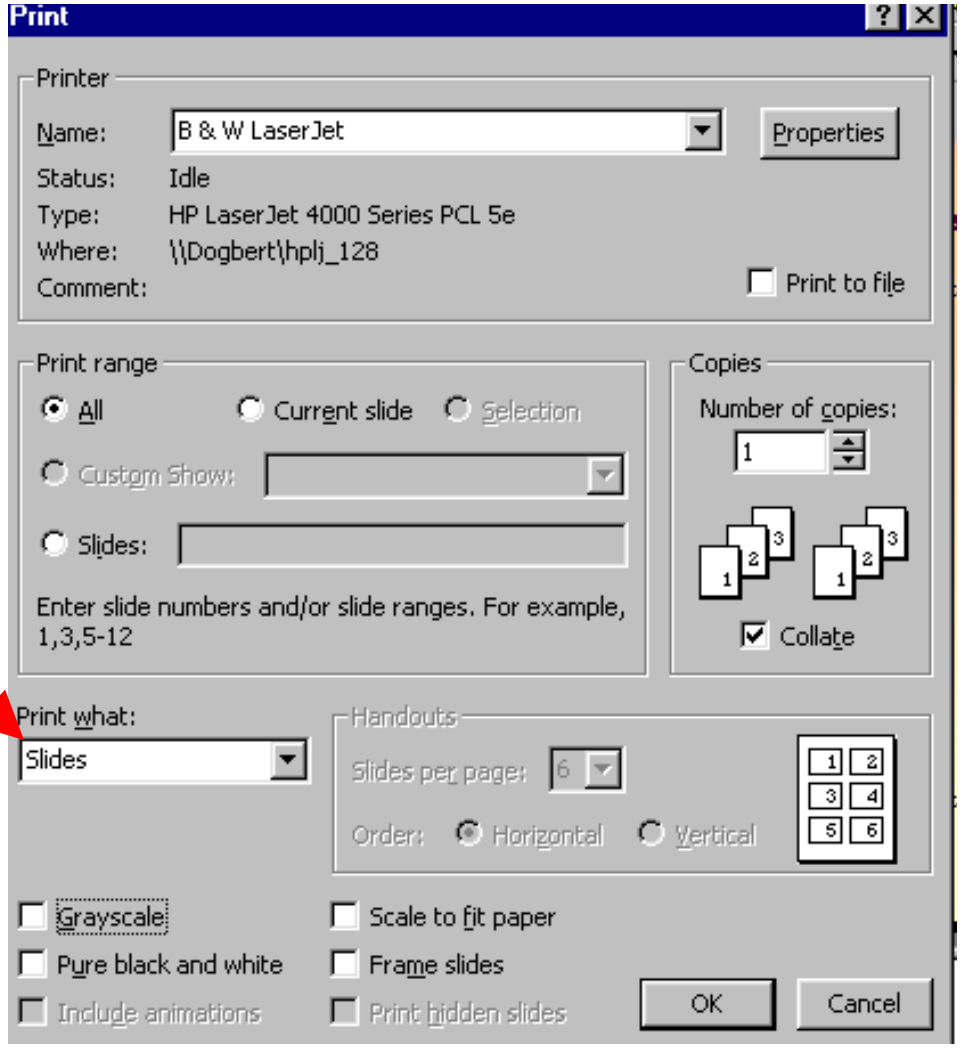
Notes may act as a reminder when you are making a presentation.

Simply click in notes section to input info.



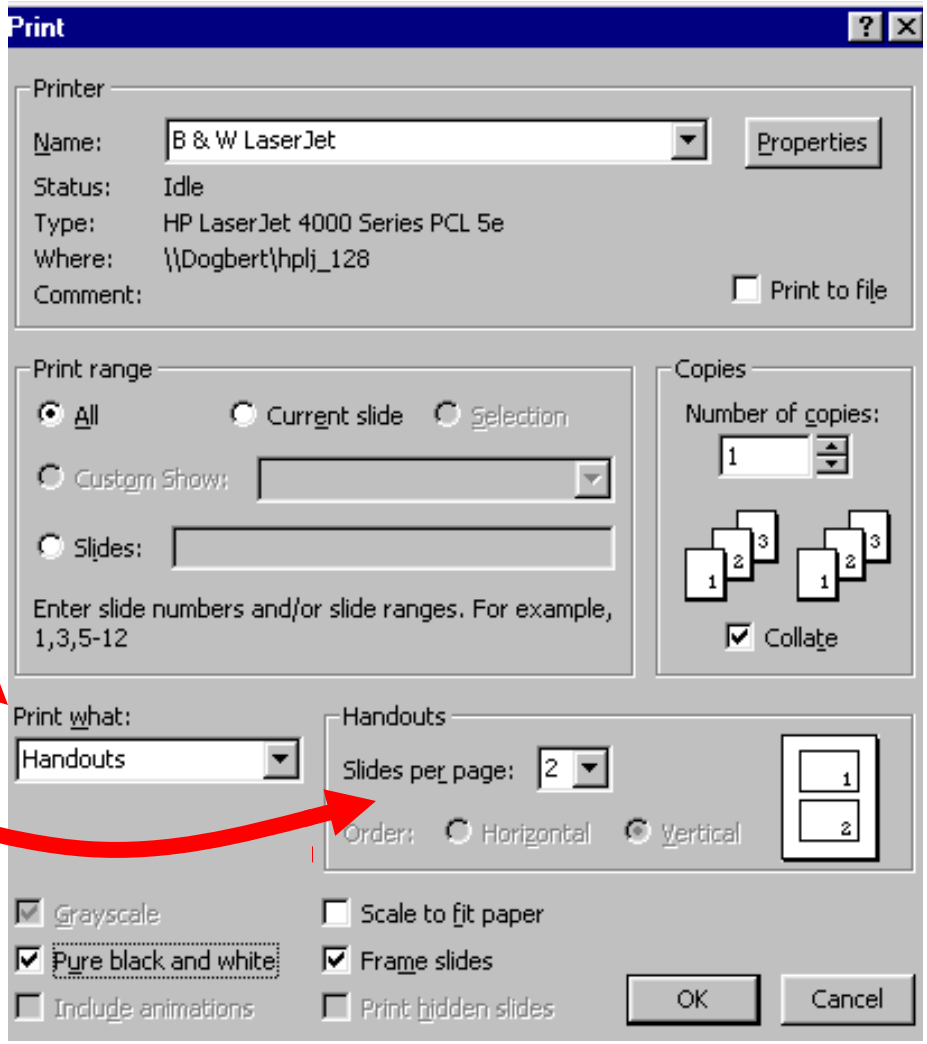
Printing Slides

1. File (Menu)
2. Print...
3. Select Print range
4. Choose “Slides” in Print what:
5. Number of copies
6. Choose color/option
7. “OK”



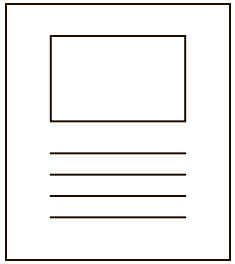
Printing Handouts

1. File (Menu)
2. Print…
3. Select Print range
4. Choose “Handouts” in Print what:
5. Number of copies
6. Choose number on Slides per page:
7. “OK”

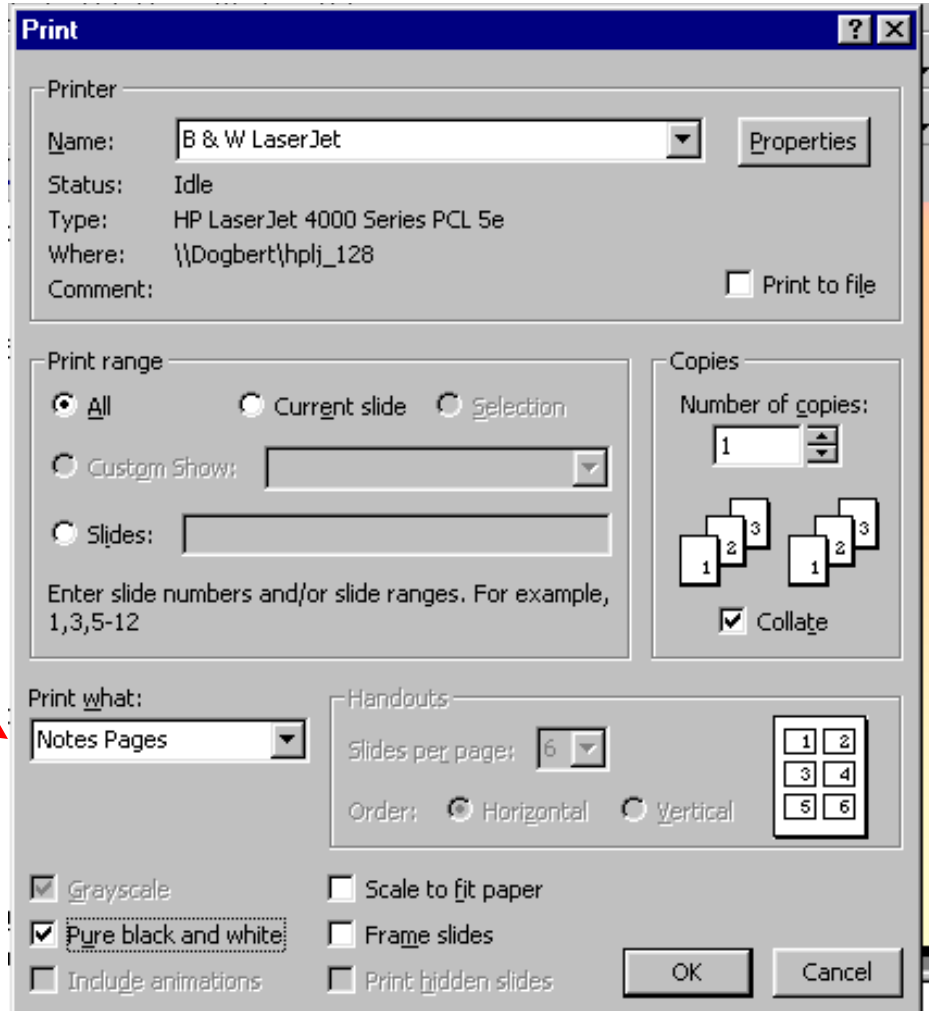


Printing Notes

1. File
2. Print
3. Select “Notes Pages” in Print What box.
4. Check ☑ Pure black and white
5. The note will look like this.



6. This is a helpful reminder for your speech.
7. “OK”

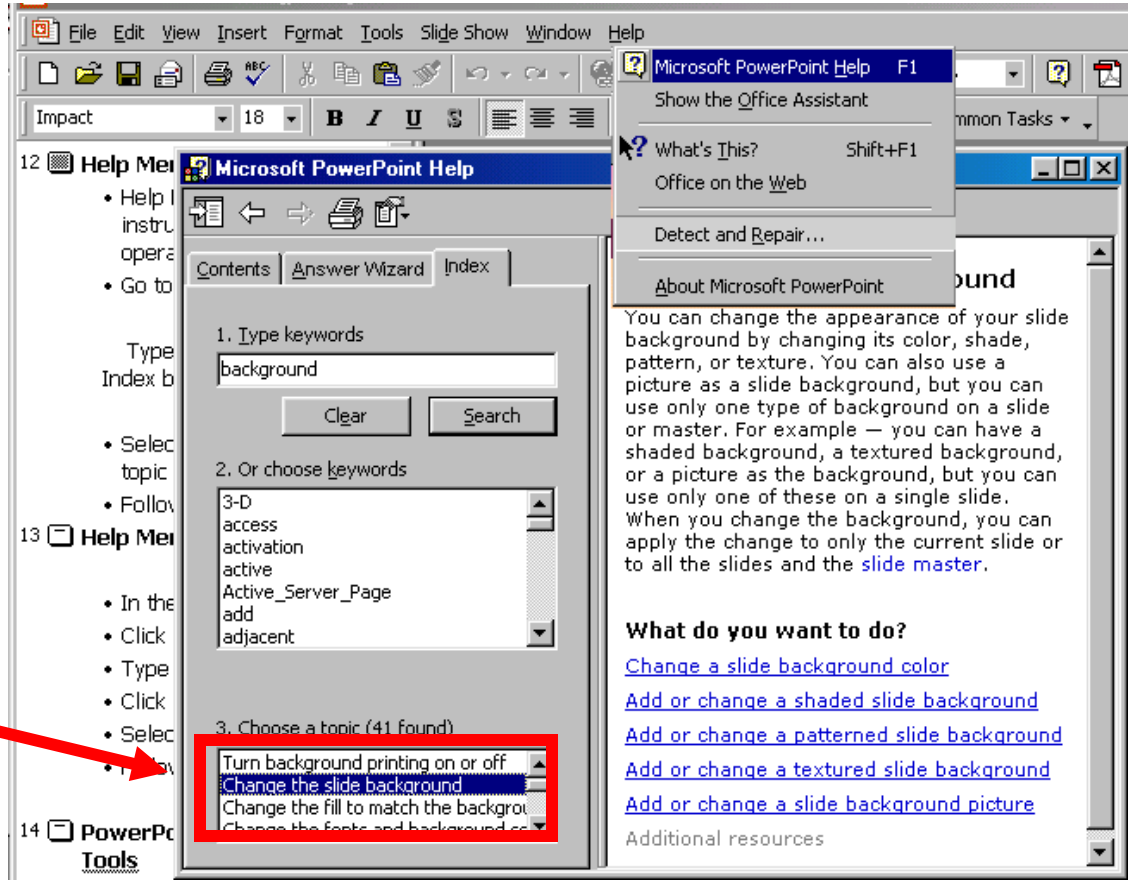


Help Menu-Index

- Help Menu provides instructions to perform an operation.
- Go to Help and select

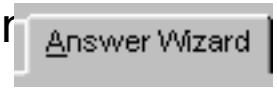
  Type “background” in I

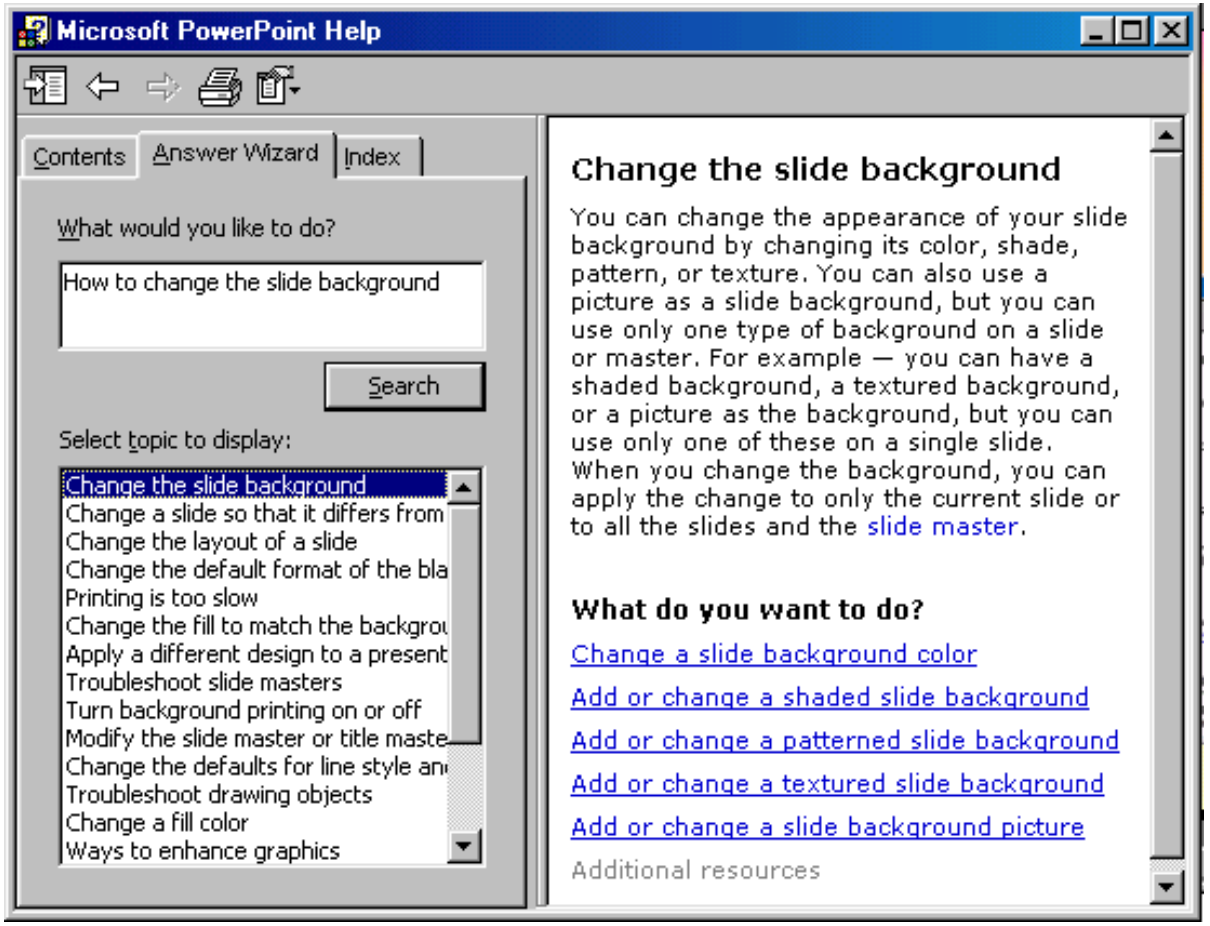
- Select the topic on the topic window.
- Follow instruction.


File Edit View Insert Format Tools Slide Show Window Help
Microsoft PowerPoint Help F1
Show the Office Assistant
What's This? Shift+F1
Office on the Web
Detect and Repair...
About Microsoft PowerPoint
Microsoft PowerPoint Help
Contents
Answer Wizard
Index
1. Type keywords
background
Clear
Search
2. Or choose keywords
3-D
access
activation
active
Active_Server_Page
add
adjacent
3. Choose a topic (41 found)
Turn background printing on or off
Change the slide background
Change the fill to match the backgrou
You can change the appearance of your slide background by changing its color, shade, pattern, or texture. You can also use a picture as a slide background, but you can use only one type of background on a slide or master. For example — you can have a shaded background, a textured background, or a picture as the background, but you can use only one of these on a single slide. When you change the background, you can apply the change to only the current slide or to all the slides and the slide master.
What do you want to do?
Change a slide background color
Add or change a shaded slide background
Add or change a patterned slide background
Add or change a textured slide background
Add or change a slide background picture
Additional resources
Tools

Help Menu-Answer Wizard

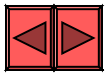
- In the Help window
- Click
- Type in the question
- Click
- Select the topic
- Follow the instruction




Microsoft PowerPoint Help
Contents
Answer Wizard
Index
What would you like to do?
How to change the slide background
Search
Select topic to display:
Change the slide background
Change a slide so that it differs from
Change the layout of a slide
Change the default format of the bla
Printing is too slow
Change the fill to match the backgrou
Apply a different design to a present
Troubleshoot slide masters
Turn background printing on or off
Modify the slide master or title maste
Change the defaults for line style an
Troubleshoot drawing objects
Change a fill color
Ways to enhance graphics
Change the slide background
You can change the appearance of your slide background by changing its color, shade, pattern, or texture. You can also use a picture as a slide background, but you can use only one type of background on a slide or master. For example — you can have a shaded background, a textured background, or a picture as the background, but you can use only one of these on a single slide. When you change the background, you can apply the change to only the current slide or to all the slides and the slide master.
What do you want to do?
Change a slide background color
Add or change a shaded slide background
Add or change a patterned slide background
Add or change a textured slide background
Add or change a slide background picture
Additional resources

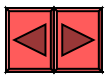
Conclusion…

- MS PowerPoint 2000
- Create a presentation using a AutoContent Wizard.
- Insert text, graphs, objects, etc.
- Add animation
- Add slides and transitions
- Use Help features.



Later…

- Advance PowerPoint
  - Starting from scratch (Blank Presentation)
  - Working with Masters (Slide, Title, Notes…)
  - Helpful features (advance editing)
  - Hyperlinks and Action Buttons
  - Linking and Embedding Files
  - PowerPoint Show and Pack & Go Options



Questions???